So You Want to Get Credit for Working
.50 elective credit- Semester Class

Requirements:
☐ have a job with a pay check
   (you must have a check stub showing hours worked)
☐ have 2.0 or above GPA
☐ be on track for graduation
☐ be a self-starter

To earn this credit you will be expected to:
☐ Complete required paper work
☐ Complete a Resume - must meet Mrs. Jardine’s standard
☐ Attend 8 Seminars on Critical Workplace Skills
☐ Complete other assignments related to the workplace
☐ Work at least 5 hours per week
   * No credit will be given without an official Company pay stub
☐ Required!!! You MUST have a working email address and you MUST look at it at least 3 times per week

What to do:
☐ Meet with your counselor to:
   * make sure you are on track for graduation
   * put the class on your schedule
☐ Meet with Mrs. Jardine to be accepted into the program
☐ Complete a Work Experience Application (get from Mrs. Jardine)
☐ Attend class with Mrs. Jardine for the 1st two weeks of
   the term starting on the 1st day of the semester

For questions contact your counselor or Mrs. Jardine at: janj@provo.edu