

# 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 1<sup>st</sup> two weeks of the term **starting on the 1<sup>st</sup> day of the semester**

For questions contact your counselor or Mrs. Jardine at: [janj@provo.edu](mailto:janj@provo.edu)