



ADMINISTRATIVE PROCEDURE 6130
JOB EXPERIENCE & TRAINING CREDIT
(Formerly Work Experience Credit)

Responsible: Office of Student Services: Options Department, Department of Extended Studies

PURPOSE

This administrative procedure shall set forth the means by which a student may earn job experience credit in the Washoe County School District ("District").

PROCEDURE

1. The District limits the maximum number of credits from alternative means that may be applied toward high school graduation to four (4).
 - a. For District purposes, "alternative means" refers to credits earned through internship/work experience, service learning/community service, job experience & training, and travel study.
2. District students who are at least 16 years of age may apply to earn elective high school credit for working at a paid job.
 - a. Each student is responsible for obtaining his/her own job (Administrative Procedure 6270).
 - b. Applications must be made through Extended Studies in advance of any hours worked; cost per half-credit is established by Extended Studies.
 - c. Job Experience & Training credit may be earned at one-half (.5) credit for 60 hours (effective summer of 2015, requirement changed from 120 hours to 60 hours) of active participation per semester or summer.
 - d. Total Job Experience & Training credits may not exceed a maximum of four (4) credits if no other alternative credits have been earned because the limit for alternative credits total is four (4) with the exception of students in Special Education Work Experience programs.
 - i. The rules for Special Education Work Experience programs are different from the program described in this administrative procedure.
3. Job Experience & Training may be counted toward the minimum load requirement and must be included on the student's schedule (use course number 7445).
4. Students may enroll in Job Experience & Training on a semester basis and the student must complete all requirements for Job Experience & Training credit by the Friday prior to the end of the final grading period of the semester.
 - a. It is the student's responsibility to provide evidence of acceptable progress each semester.

- b. Students who work and do not choose to receive credit do not need to apply for the Job Experience & Training program.
 - c. Students who have already worked one or more hours prior to registering for Work Experience credit may not apply those hours toward the hours required to earn credit through this program. Exceptions may be granted on a case by case basis by the Extended Studies Coordinator.
 - d. If the student changes jobs before hours are earned, he/she must complete another Job Experience & Training application.
 - i. There is no additional fee for the new application.
 - ii. Hours from the previous job will be added to hours earned in the new job, provided the student meets the time frame for completion of all hours.
5. Grades will be marked as Satisfactory ("S") or Unsatisfactory ("U") and will not affect the student's Grade Point Average (GPA). Final grades are posted by Extended Studies at the end of the semester in which the credit is earned (see above for some deadlines). A Satisfactory ("S") grade will be based on participation in and completion of assignments, completion of the required number of work hours, turning in copies of pay stubs in a timely manner and employer evaluation.
6. Within the semester/summer, each participating student must:
- a. Complete a registration form for Job Experience & Training.
 - b. Complete the 'Statement of Understanding' and 'Job Experience & Training Agreement' forms.
 - c. Pay the course fee.
 - d. Work hours.
 - e. Provide copies of paycheck stubs once per month. Stubs must show hours and dates of work and appropriate deductions.
 - f. Submit completed 'Employer's Student Evaluation' and 'Job Experience & Training Pay Log' forms.
 - g. Submit a professional typed resume at least two weeks prior to the end of the semester/summer break.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

REVISION HISTORY

Date	Revision	Modification
05/01/2012	1.0	Adopted as Accepted Practice
04/01/2013	2.0	Revised
12/16/2013	3.0	Revised: converted to Administrative Procedure
12/15/2014	4.0	Revised: Required hours change to 60 Summer 2015
11/15/2016	5.0	Revised: changed maximum credits from 2 to 4