

# Out-Of-School Work-Based Learning

***(Not Youth Apprenticeship)***

Juniors and Seniors at Wilmot Union High School who have an established job can receive academic credit per semester through the *Work Experience* program if the following requirements are completed:

1. All *Work Experience* forms are completed and on file with the Student Services Office.
2. Forms include:
  - a. ***Work Experience Job Verification & Training Agreement*** that provides written verification of employment from the employer and commits the student to remain with the same employer for the entire semester.
  - b. ***Student Transportation Waiver***
  - c. ***Mentor Agreement***
3. Completing a **minimum of 180 hours** of work on the job during the semester. These hours must be documented through official time-sheets, pay check stubs or by the employer on official business or agency letterhead by the end of the final exam period for that semester.
4. Maintain full-time status as a student at Wilmot Union High School and enroll in all required academic classes including the ½ credit per semester Professional Seminar course. The privilege of Late Start/Early Release may be revoked if academic progress is not satisfactory.
5. Attend all classes through scheduled school days unless otherwise excused.
6. Leave or arrive to campus within the passing time connected to scheduled work-release periods
7. Complete and submit weekly written assignments on time to the faculty adviser for the Work Experience program.
8. Complete all detentions and/other disciplinary penalties, when due, prior to leaving for work on those school days.

The job DOES NOT need to fall into a Youth Apprenticeship program category and an additional classroom component is NOT required beyond the student successfully completing Professional Seminar.

The student, parent, and employer need to sign the ***Work Experience Job Verification & Training Agreement*** and ***Student Transportation Waiver*** and return to the Student Services Office prior to any schedule changes that allow for early release or late start. The forms can be found in the Student Services Office or at [this link](#). If you have questions about this program, please see your counselor or Mr. Strother in room 168, or email at [strothert@wilmoths.k12.wi.us](mailto:strothert@wilmoths.k12.wi.us).