



Merit College Preparatory Academy

1440 W. Center St., Springville, UT 84663 (801) 491-7600 / FAX: (801) 491-7650

Work Experience Policy

This policy makes it possible for students to receive high school credit from Merit Academy for working through a verified employer. Students may earn 2 work experience/elective credits toward graduation in their Junior and Senior year, but only .5 per semester. Student must work 10 hours per week or 20 hours per two weeks, for the length of the entire semester.

Students **must complete** the following throughout the semester to be eligible for credit.

1. **Letter of Verification:** Letter from your employer stating you are currently employed and working an average of 20 hours per 2 weeks.
2. **Paystubs:** Bring in paystubs to your counselor to verify the hours worked. If your pay stub does not show how many hours worked, please track your own timesheet ensuring you are working 10 hours per week or 20 hours per two weeks.
3. **Short one page essay:** One page essay answering the following questions: What skills have you learned? What have you learned about your customers? How would you improve the business you work for?

If students meet these requirements, they will receive .5 credits at the end of the semester.

If student is working during school hours, they must have an approved release time on their schedule. Students must be off campus during release time, unless approved by administration.