



Merit Preparatory Academy

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

Work Experience Policy

Course Title: Character Education

Course Code: 15000000008

Course Description: A course dealing with the acquisition, internalization, and application of commonly held and time-honored principles which promote optimal personal growth, establish an upright citizenry, and support the common good. Students will develop personal qualities such as self-esteem, self-discipline, integrity, honesty, responsibility, sociability, and personal wellness for healthy living.

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. A 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 paystub does not show how many hours worked, please track your own sheet ensuring you are working 10 hours per week or 20 hours per two weeks.
3. **Essay:** An essay (at least one page, double-spaced) answering the following questions:
 - a. What transferable skills have you learned?
 - b. What character traits have you developed which have helped you have success as an employee?
 - c. Why do employers value integrity and honesty as two of the most important characteristics one can possess?
 - d. How have you demonstrated self-discipline in your workplace?
 - e. How will you use the workplace skills you have learned to improve your community and the world at large?

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

If the 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.

Board Approved: 10/10/18

Revised: 5/2/22

Board Re-Approved: 5/3/22

* Non-policy addendum: Students may earn up to 4 credits their senior year if their work schedule occurs during the school day and does not interfere with graduation requirements.