

July 12, 1999

TO: AHS Program Directors  
Basic Skills Directors

FROM: Todd Parker, Interim Director Program Audit Services  
Delane F. Boyer, Coordinator AHS/GED Programs

SUBJECT: Adult High School (AHS) Work Experience

Attached is the concept paper with the process, guidelines, student agreement and work performance objectives for the implementation of the work experience component of the AHS program. The work experience shall not exceed 160 hours per student as cited under **Title 23: NCAC 2 (D) .0324 (e)**.

To account for FTE budget reporting purposes, documents such as employer time sheets, payroll documents that show hours worked or certification by the employer stating the number of hours worked is to be used to account for student membership hours.

For FTE reporting purposes and in keeping with the administrative code, **Title 23: NCAC 2 (D) .0324 (a) (3)**, a college may not report more hours per student than the number of hours specified in the instructor's contract. If multiple instructors are used for supervision of the AHS work experience component, the total hours paid to all instructors for the work experience may be totaled and equal up to 80 hours or 160 hours, depending upon the number of work experience units for which the student is registered. One instructor should be designated as the lead instructor for the work experience component with the contract listing the other instructor contract numbers.

The work experience component for each 80 hours of work experience for one unit of elective credit should be completed within the semester or no longer than a twenty-one week period. Further, the instructor, as a minimum, should monitor the work site at least once during each 80 hours of work experience to ensure the student is complying to master the established work performance objectives as outlined in the **Work Performance** part of the attachment. The work experience component maybe implemented for either paid or unpaid work sites, excluding self-employed work sites.

Attachment  
pc: Presidents

Paper Copy  
S99-027