

EXECUTIVE INTERNSHIP PACKET (OFF-CAMPUS) 2017-2018

JUNIORS & SENIORS ONLY

Checklist:

- ___ Form 1, Registration Form
- ___ Form 2, **NOTARIZED** Permission to Arrive/Leave Campus
- ___ Form 3, External Internship/VPS Contract
- ___ Copy of Drivers License (if driving yourself)

** A Notary is available on campus. See front desk.*

Please return this packet to Mrs. Combs in the main office only when you have finished all of the above.

FORM 1

External Internship

Name: _____ Student ID # _____

I would like to enroll in this course for:

_____ External Internship: You must be a paid employee and be able to produce time sheets on letterhead or a copy of an official pay stub. **You are responsible for signing in/out daily in the Guidance Office and produce monthly time verifications.**

_____ Morning _____ Afternoon

_____ 1 period/day

_____ 2 periods/day

_____ 3 periods/day

This course requires students to turn in a supervisor's evaluation form and copies of paystubs or timesheets every month. I understand that I am not allowed on the Nease campus during my Executive Internship period(s) – No exceptions will be made. I acknowledge the requirements of this course and understand that if at any time my employment ceases OR if I fail to submit monthly timesheets or pay stubs verifying that I have worked a minimum of 5 hours per credit, I will not receive credit for the course and will be removed from the course. I also understand that I must maintain my driving privileges and parking permit in order to remain in this course. I must be a good role model for Nease High School.

Student Signature

Parent/Guardian Signature

FORM 2

External Internship

Permission to Arrive or Leave Campus

I, _____, parent/guardian
of _____, grant permission to arrive or leave the
Nease High School Campus daily, **in their own transportation** or alternative means listed below.

Own Transportation:

Nease Parking Permit Decal # _____ Vehicle Tag: _____
Make: _____ Model: _____
Year: _____ Color: _____

Alternative Means of Transportation (check only 1):

- Walking
- Parent Pickup
- Other: _____

_____ *To be signed by parent in front of a Notary*

Signature of Parent/Guardian

State of Florida

County of _____

The foregoing instrument was acknowledged before me on this _____ day of
_____, 20____, by _____.

Personally Known to Me _____ or Produced the Following Identification:

Signature – Notary Public

Print Public Name

Notary Stamp

FORM 3

External Internship Contract

Student Name: _____

Job Title: _____

Name of Company/School: _____

Address: _____

Phone: _____ Contact Person: _____

I intend to supervise, _____ in the position of
_____ for _____ days per week, _____ hours per day.

EMPLOYER RESPONSIBILITIES: The employer agrees to place the trainee in the work specified above for the purpose of providing occupational experience of instructional value. The work will be performed under safe and hazard-free conditions. The trainee will receive the same consideration given other employees with regard to safety, health, social security, general work conditions and other policies and procedures of the firm. The employer will adhere to all State and Federal Regulations regarding employment, Child Labor Laws, and minimum wage, and will not discriminate in employment policies, educational programs or activities for reasons of race, sex, color, religion, national origin, marital status, age or handicap.

PARENT/GUARDIAN RESPONSIBILITIES: The parent or guardian agrees that the trainee may participate in External Internship Training as provided by Allen D. Nease High School.

STUDENT RESPONSIBILITIES: The trainee agrees to follow rules and guidelines established by the school, employer and coordinator regarding hours of work, school attendance and procedures. When absent from school without a valid excuse, the student should not be permitted to work. The student also agrees to sign out DAILY and submit sign out sheets along with copies of paystubs. Failure to do so, WILL RESULT IN REMOVAL FROM THE PROGRAM.

Employer

Parent/Guardian

Student