

# Executive Internship (Co-op) Syllabus: 2024-2025

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**STUDENTS UTILIZE SCHOOLGY FOR WEEKLY UPDATES/DUE DATE REMINDERS. SIGN UP FOR REMIND TEXT ALERTS, AS WELL! TEXT THE CODE @pprwork24 TO 81010 TO RECEIVE TEXT ALERTS REGARDING MONTHLY PAPERWORK DUE DATES.**

Mrs. Combs is your instructor this year and will be your point of contact for any questions or concerns. If you have any questions or concerns, you can go to the front desk to ask to speak with Mrs. Combs, send her a message via Schoology, or email her at [jaime.combs@stjohns.k12.fl.us](mailto:jaime.combs@stjohns.k12.fl.us)

All Students will receive a grade for this course. Remember, you must work at least 5 hours per week for each period of Executive Internship (Co-op) on your schedule. Co-op students will utilize the Leonard's Digital ID to get on campus late or off campus early for their Executive Internship period(s). Students **MUST** show and scan their Digital ID at the gate EVERY DAY to come onto campus late/leave early. Digital IDs can be downloaded using the Leonard's app (can find on the app store).

Grades will be based on these mandatory requirements:

- **Weekly:** Co-op students must scan in/out DAILY using your **Nease Digital Student ID** at the front gate when leaving for your afternoon Executive Internship periods OR arriving to school after your morning Executive Internship periods. **Co-op students MUST have their digital Nease student ID, or a physical student ID card, every day in order to scan in/out.** If you do not have your ID to scan in/out, you will need to show your schedule via HAC or a paper version of your schedule which shows which period(s) you are an Executive Internship student (these count as weekly formative grades, 30% of your overall grade).
- **Monthly:** Co-op students are required to turn in Supervisor Evaluation forms AND pay stubs or official work schedules/timesheets **MONTHLY** (due the last Tuesday of each month). Supervisor forms can be printed from your Schoology course, or can be picked up at the Internship Station located inside Nease's front office. At the end of each month, students can drop off their required paperwork to the turn-in bin at the Internship Station OR send Mrs. Combs a Schoology message with photos/digital scans of your supervisor evaluation form and timesheets/paystubs/schedules from the month. **It is the student's responsibility to determine how they will be able to provide proof of work hours each month, whether that is their paystubs, work schedules, or timecards. These proof of work documents must include the student's name, dates, and hours worked.** The monthly Supervisor Evaluation form and pictures/scans of timesheets/paystubs/schedules are due the last Tuesday of each month. From the last Tuesday of each month, students have until the following Monday at 11:59 pm to drop off or upload their documents to earn full credit for this monthly assignment. Any monthly

Supervisor Evaluation forms and timesheets/paystubs/schedules uploaded after that date will only receive partial credit (these count as summative grades, 70% of your overall grade).

- Below are all the monthly paperwork due dates. You must drop off or send a Schoology message with your Supervisor Evaluation forms and photos/scans of your timesheets/paystubs/schedules by the last Tuesday of each month. Those dates are: **August 27<sup>th</sup>, September 24<sup>th</sup>, October 29<sup>th</sup>, November 19<sup>th</sup>, December 17<sup>th</sup>, January 28<sup>th</sup>, February 25<sup>th</sup>, March 25<sup>th</sup>, April 29<sup>th</sup>, May—Senior date and underclassmen date will differ**
- Grades will be updated in HAC, do not reference Schoology for grade updates.
- If you lose your job as a co-op student, you must inform Mrs. Combs **immediately**. You will have a limited amount of time to find another job, or you will risk being transferred from your co-op class(es) to a different elective(s), as you cannot earn passing grades for co-op classes if you are not employed.
- **Co-op students are not allowed to remain on campus during their Executive Internship periods.** Students must leave campus for their designated periods, regardless of any after-school activities they attend. If you have sports practice or rehearsal events after school, you are still required to leave Nease's campus for any afternoon Executive Internship periods, and then you may return after the school day has ended.
- **Hours earned and submitted for Executive Internship periods cannot also be submitted as Florida Bright Futures work hours.**

**Due date reminders for the monthly required paperwork will be posted on Schoology via updates and sent out as text reminders via Remind. If you would like text reminders for monthly paperwork due dates Text the code @pprwork24 to 81010 to receive text alerts.**