

# Voluntary Public Service/Peer Counseling (On-Campus Internship) Syllabus: 2024-2025

Instructor: Mrs. Jaime Combs    Email: [Jaime.combs@stjohns.k12.fl.us](mailto:Jaime.combs@stjohns.k12.fl.us)

***Text the code @pprwork24 to 81010 for important text alerts about your required paperwork due dates throughout the year!*** All class announcements and paperwork deadline reminders will be texted via remind & on Schoology.

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, email her at [jaime.combs@stjohns.k12.fl.us](mailto:jaime.combs@stjohns.k12.fl.us), or send her a Schoology message.

All Students will receive a grade for this course. **This course does not offer service hours.** Grades will be based on these mandatory requirements:

## **Voluntary Public Service (On-Campus Internship) Students**

- On-Campus Interns must sign in **DAILY** at the Internship Station, located outside the front office, before going to your assigned on-campus internship location. **(Formative Grades)**
- On-Campus Interns must turn in a signed supervisor evaluation form, completed by the Nease staff member they are assigned to assist daily. Supervisor forms can be printed from Mrs. Combs' internship webpage or Schoology, or picked up at the Internship Station outside the front office. On-Campus Interns will turn the forms in to the "On Campus" paperwork box located at the Internship Station in the front office. The paperwork box will be made available when monthly paperwork is due, the last Tuesday of each month **(Summative Grades)**

## **Information for On-Campus Interns:**

- **On-Campus Interns will sign in/out each day at the Internship Station located in Nease's front office. Students are assigned internship locations; they cannot select their own.**
- On the last Tuesday of each month, you must turn in a supervisor evaluation form, filled out by your assigned internship location supervisor. Once the last Tuesday of the month arrives, students have until the following Monday to turn in the supervisor evaluation form without any late penalty. After the following Monday, an on-campus intern can only earn 85% credit for their form. Drop off your monthly supervisor form in the bin

located at the Internship Station in the front office. Here are the due dates: **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**

- If you fail to sign in or you sign in and do not report to your assigned internship location, you will be reported to the appropriate Dean for skipping and placed on probation for the remainder of the semester. Once placed on probation, dismissal from Internship is possible if you fail to follow the rules and guidelines for interning.
- The school-wide cell phone policy applies during your on-campus internship course. **Phones should be put away during your internship period**, unless you are specifically instructed that you have permission to access your phone.
- Behavior as an Intern: You are in an office position to be helpful, this is an opportunity to learn how to work well and follow directions. Please keep this in mind when making your behavior choices. You should be an exemplary student at all times. This includes being respectful to the teachers, the students, to any Nease staff members, and to Nease guests. Think of your internship as a job. If you make decisions at school which result in disciplinary action via the Dean's Office, you may lose the opportunity to continue in the on-campus internship course, and will be switched to another available elective class.
- **On-Campus internship is entitled Voluntary Public Service for the first semester, and Peer Counseling for the second semester.**

***Remember to sign up for Internship Course text alerts, which include important reminders about required paperwork deadlines. Text the code @pprwork24 to 81010 for important text alerts regarding monthly paperwork deadlines!***