

Executive Internship (Co-op) Syllabus: 2026-2027

Instructor: Mrs. Jaime Combs Email: jaime.combs@stjohns.k12.fl.us

**STUDENTS UTILIZE SCHOOLGY FOR WEEKLY UPDATES/DUE DATE REMINDERS.
PARENTSQUARE WILL ALSO BE UTILIZED FOR TEXT ALERTS REGARDING COURSE DUE DATE
REMINDERS.**

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

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 their 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.

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 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 **Monday** of each month). Supervisor forms can be printed from your Schoology course or can be picked up at the Internship Cart 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 Cart 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 Monday of each month. **From the last Monday 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 the last Monday of each month. Those dates are: **August 31st, September 28th, October 26th, November 30th, *No collection December*, January 25th, February 22nd, March 29th, April 26th, May—Senior date and underclassmen date will differ. Remember, once the last Monday of the month due date arrives, you have until the following Monday to submit your work to earn full credit.**
- 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.**