

EXECUTIVE INTERNSHIP

(Co-Op) 2021-2022

JUNIORS & SENIORS ONLY

Checklist:

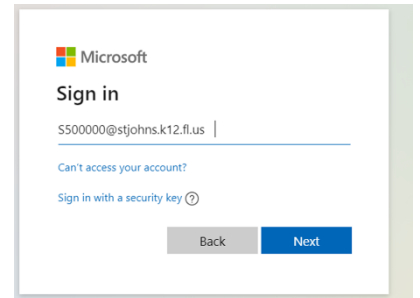
- Form 1, Registration Form
- Form 2, **NOTARIZED** Permission to Arrive/Leave Campus
- Form 3, Executive Internship Contract

Please scan and upload these documents to the following link:

<https://tinyurl.com/ybrryf43>

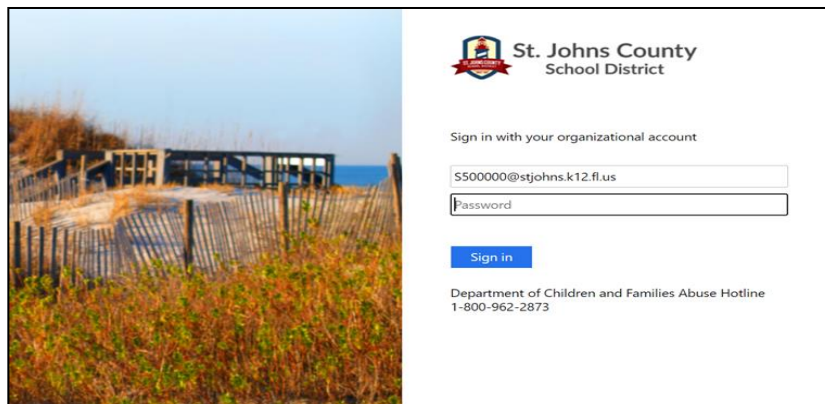
Directions for uploading your documents:

1. You will need to login with your HAC username and add the email extension as pictured to the right. Click "Next."



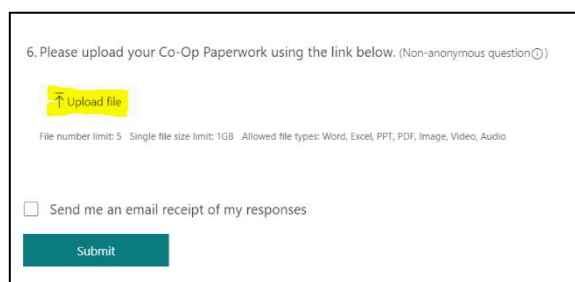
A screenshot of the Microsoft Sign in page. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field containing the email address "S500000@stjohns.k12.fl.us". There are two links: "Can't access your account?" and "Sign in with a security key?". At the bottom right, there are two buttons: "Back" and "Next".

- 1.) Enter your HAC username and add the email extension, then add your HAC password as pictured below. Then click "Sign in."



A screenshot of the St. Johns County School District login page. On the left is a photograph of a building under construction. On the right, the text "St. Johns County School District" is displayed above the heading "Sign in with your organizational account". There are two input fields: one for the email address "S500000@stjohns.k12.fl.us" and one for the password. A blue "Sign in" button is located below the password field. At the bottom, the text "Department of Children and Families Abuse Hotline 1-800-962-2873" is visible.

3. Once signed in, upload your document using the "Upload" button at the bottom of the page.



A screenshot of a document upload form. At the top, it says "6. Please upload your Co-Op Paperwork using the link below. (Non-anonymous question)". Below this is a yellow "Upload file" button. Underneath, it lists file limits: "File number limit: 5 Single file size limit: 1GB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio". There is a checkbox labeled "Send me an email receipt of my responses" which is currently unchecked. At the bottom is a green "Submit" button.

FORM 1

Executive Internship (Co-Op)

Name: _____ Student ID # _____

Executive Internship: Requirements dictate that you must either be a paid employee of a licensed business or a volunteer at a registered non-profit organization. **You are responsible for scanning in/out daily at the front gate with your student ID and turning in monthly supervisor evaluation forms (provided by Nease) and proof-of-hours-worked verifications (provided by your employer/non-profit organization).**

I would like to enroll in this course for:

_____ 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 to be 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 period, 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

Executive Internship (Co-Op)

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

Executive Internship (Co-Op) 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 Executive Internship course 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 scan out DAILY and submit supervisor evaluation sheets along with copies of paystubs or timesheets monthly. Failure to do so WILL RESULT IN REMOVAL FROM THE PROGRAM.

Employer

Parent/Guardian

Student