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.”

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

3. Once signed in, upload your document using the “Upload” button at the bottom of the page.
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: ________________________

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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