



# EXECUTIVE INTERNSHIP APPLICATION 2024-2025 (Co-op) JUNIORS & SENIORS ONLY

### Checklist:

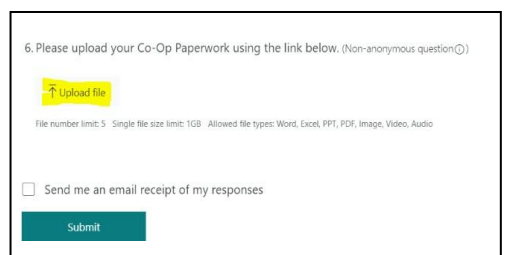
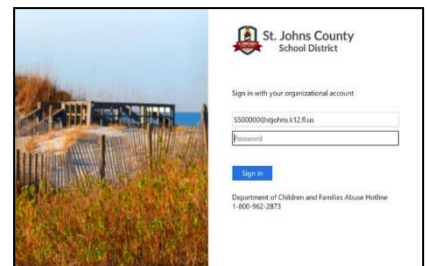
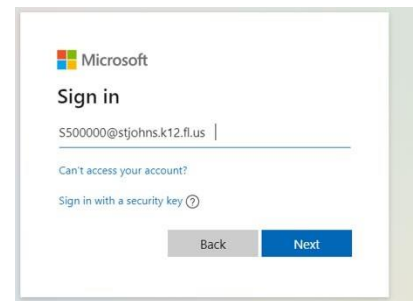
- \_\_\_ Page 2-Registration & Permission to Arrive Leave Campus
- \_\_\_ Page 3-Executive Internship Contract



This form will only be accepted by uploading to the following link: <https://forms.office.com/r/eitv6HvssM>

### 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."
- 2) 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, complete the questions and upload your document using the "Upload" button at the bottom of the page





## Executive Internship (Co-op) Course Requirements

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(s) for:

Choose: \_\_\_\_\_ Morning or \_\_\_\_\_ Afternoon

Choose: \_\_\_\_\_ 1 Period/day or \_\_\_\_\_ 2 periods/day or \_\_\_\_\_ 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

## Executive Internship 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.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

