

Syllabus for Executive Intern Program

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The purpose in offering students an opportunity for an Executive Internship is develop and improve employability skills. Students are expected to meet the requirements of both their jobs and the course outline. Remember, this is a class and you will receive a grade based upon your ability to follow the requirements as outlined in the student contract. You will be provided with a grading rubric for each quarter, which outlines the way in which you will be graded for this course. You must have a paid job to begin this class. If you are not currently employed, you will receive a schedule change and be removed from the class. If you lose your job during the school year, it is the student's responsibility to find a new job. The student will continue to be held to working 25 hours per month, per period of release time throughout the entire school year. This means 25 hours for one period and 50 hours for two.

Classroom Time: We will meet on the assigned meeting dates listed on the grading rubric. These dates can change because of special circumstances. Please stay tuned to **Schoology** and the **PVHS Twitter** page. Those students with **1st period release time will meet in the Breezway between the front office and the library the LAST 15 minutes of the class period.** Periods 6 and 7 will meet in the outside cafeteria. **Our meeting dates will always be on a Wednesday; please make sure that you are not scheduled to work at these dates, because your absence will not be excused for work purposes. Virtual Students will contact me via email on all meeting dates assigned.**

Classroom Meetings: Listed on Grading Rubric

Class Requirements: Each month you are required to turn in a hard copy of proof of employment in the form of a pay stub. (**Virtual students will send in hours via email**). Hours are due at **EACH** meeting. Handwritten hours will not be accepted. Hours must be typed or printed and organized by date, hours worked etc. Please ask if you have any questions. Students arriving late in the morning, **MUST SIGN IN AT THE FRONT OFFICE FOR TEMP CHECK. You are not permitted to arrive early to school or leave early from a previous class.** Doing so will remove you from this class. You must bring in a note for any excused absences, otherwise **a five point deduction will be taken for each unexcused absence.**

In addition to the above mentioned requirements you must also complete 4 assignments over the course of the year.

Due dates are on your grading rubric.

I will additionally post reminders about due dates and meeting dates on the PVHS Twitter and post at the deans office area, but ultimately, **it is your responsibility to ensure that you are turning everything in on time and keeping track of your hours.** Make sure you mark your calendars with both meeting dates and due dates for those items that must be turned in. Grades are posted once, at the end of each quarter, and I will not be contacting you for things you've neglected to turn in on time. You must take responsibility for this internship. If at any time you have questions, please come by my office or ask Mrs. Jutte if I'm not available.

Please detach this page and **return it to Coach Stanton or Mrs. Jutte no later than Wednesday, September 4th.** Each day late will result in a point deduction on your grade. **Parents,** please review this syllabus with your student so you are also aware of the requirements of the course.

I understand the requirements for the Executive Internship program as described on the previous page and agree to comply with these requirements. I understand that the responsibility for completing the requirements are those of the student and turning in items late, without prior arrangements, may result in a grade reduction.

Student Name (Print) _____ Date _____

Student Signature _____

Parent Name (Print) _____ Date _____

Parent Signature _____

*Place of Employment: _____

Address: _____

Name of Supervisor _____

Phone: _____

Email Address: _____

Job Responsibilities: _____

* If your employer changes, you must complete a new form with the new information.