

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 syllabus. YOUR EOC GRADE WILL BE AVERAGED IN ACCORDING TO STATE REQUIREMENTS AS WELL.** You will be provided with a grading rubric that outlines the way in which you will be graded for this course. **YOU MUST HAVE A JOB TO BEGIN THIS CLASS. IF YOU ARE NOT EMPLOYED WITHIN A WEEK OF THE OPENING OF SCHOOL, YOU WILL BE REMOVED FROM THIS 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 have our first meeting on Wednesday 8/25/21. Those students with 1st or 2nd pd class will meet at 9:50am or 10:30am on the assigned days in the front breezeway; 6th period at 1:29 and 7th period at 2:12 will meet in outside cafeteria. Our meeting days will ALWAYS be on Wednesdays; please make sure that you are NOT SCHEDULED TO WORK at these times, because your absence WILL NOT BE EXCUSED for work purposes.

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. This is due at **EACH** meeting. (It is better to attend the meeting without hours than to not attend at all.) **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 MAY NOT TAKE OTHER STUDENTS THAT ARE OT INTERNS OFF CAMPUS. THIS WILL RESULT IN PARKING PRIVILEGES BEING REVOKED AND/OR REMOVAL OF THE CLASS.**

In addition to the above mentioned requirements you must also complete 4 assignments over the course of the year. **Due dates are written on your grading rubric.**

I will always post due date reminders on Schoology, 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 by Wednesday, September 1, 2021.** **Each day late will result in a point deduction on your final quarter 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 _____

Class Period: _____

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.