**Executive Intern Student Contract**

**This completed contract must be submitted to your guidance counselor prior to requesting Executive Internship. Until this form is submitted, your course requests for next year will include alternate electives.**

**Executive Internship Requirements:**

* Maintain a **2.0 un-weighted G.P.A.**
* Have transportation arranged **prior to the first day of school.**
* Must be able to document 25 hours work per month, per period of Executive Internship.

**Executive Internship Policies:**

* Employment documentation paperwork must be submitted prior to the conclusion of the first week of school. **Any students who have not submitted required paperwork prior to the end of the first week of school will have Executive Internship removed from their schedule and replaced by an alternate course(s).**
* Students must attend all monthly Executive Internship meetings and submit required paperwork.
* Students are not permitted to be on campus during their Executive Intern period(s) – no exceptions.
* Students who assist another student in leaving campus without permission (i.e. skipping) by giving them a ride will have their Executive Internship privileges revoked.
* Executive Internship may be revoked by the administration at any time for any reason including, but not limited to: skipping, unexcused absences, poor grades, behavior infractions, etc.
* 11th Grade Students may only take 1 period of Executive Internship.
* Students can earn a maximum of 4 credits through Executive Internship.

**I have read the policies above and agree to follow them. I understand that the Executive Internship course is a privilege and that if I do not abide by the procedures outlined above, my Executive Internship course will be removed from my schedule and replaced by an alternate course(s).**

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of Periods Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period Preference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Guidance Use Only**

Student Un-Weighted GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Guidance Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Student Alternate Course Selection(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_