

Form 1:

**Executive Internship (Co-Op) 2025-2026**

**Juniors and Seniors Only**

**DEADLINE FOR SUBMISSION: May 23, 2025**

**Checklist:**

\_\_\_ Form 1: Registration Form

\_\_\_ Form 2: **Notarized** permission to arrive/leave campus

\_\_\_ Form 3: Executive Internship Contract

**Form 1:**

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 signing in/out daily and turning in monthly supervisor evaluation forms (provided by TCHS) and proof- of-hours-worked verifications (provided by your employer).**

I would like to enroll in this course for: (students cannot take more than 4 periods total in high school):

\_\_\_\_\_ Morning \_\_\_\_\_ Afternoon \_\_\_\_\_ No Preference \_\_\_\_\_ Combination AM/PM  
\_\_\_\_\_ 1 period / day \_\_\_\_\_ 2 periods/ day \_\_\_\_\_ 3 periods/ day \_\_\_\_\_ 4 periods/day

**Course Requirements**

- Turn in your monthly paystub showing evidence of 5 hours of work **per period** of Co-Op per week.
- Turn in your monthly supervisor evaluation form
- You are not allowed to stay on campus during your Co-Op period
- Parking privileges must be intact

**If you fail to meet course requirements:**

- Failure to submit paystubs will result in a summative zero.
- If you fail the first semester of the course you will be placed in an alternate course second semester. **Modified schedule will not be an option.**

\_\_\_\_\_  
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 Tcoi Creek High School Campus daily, **in their own transportation** or alternative means listed below.

**Own Transportation:**

TCHS Parking Permit Decal #: \_\_\_\_\_

Model: \_\_\_\_\_

Vehicle Tag: \_\_\_\_\_

Year: \_\_\_\_\_

Make: \_\_\_\_\_

Color: \_\_\_\_\_

**Alternative Means of Transportation (check one)**

\_\_\_\_\_ Walking

\_\_\_\_\_ Parent Pickup

\_\_\_\_\_ Other \_\_\_\_\_

**To be signed by parent in front of a Notary**

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

\_\_\_\_\_  
Date

*State of Florida*

*County of* \_\_\_\_\_

The foregoing instrument 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 considerations given to other employees with regards 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. The employer 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 Toco Creek 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 in/out daily and submit supervisor evaluation sheets along with copies of paystubs or timesheets monthly showing evidence of **5 hours of work per period of Co-Op per week**. Failure to do so may result in removal from the course.

\_\_\_\_\_  
Employer Signature

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

\_\_\_\_\_  
Student Signature