



# 2018-2019 CO-OP APPLICATION

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_  
*(Please print)*

Name of Business/ Organization \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Phone #: \_\_\_\_\_

- Whether you have be given 1 or 2 periods of executive intern you are required to work a minimum of 25 hours per month.
- **Students do not need to report to school during the periods they have executive intern on their schedule.** In addition, students do not need to work during this time either, as long as the minimum required 25 hours is met each month.
- Documentation of the hours worked need to be submitted on the last school day of each month to Mrs. Tippins in the guidance office. Documentation is either a pay stub or time sheet.
- A letter grade will be given for each period of executive intern. Letter grades will be given based on hours turned in and if they were turned in each month on time. If I do not receive hours for each month you will receive an "F" on your report card.
- **Students are required to return this form completed to Ms. Tippins in the guidance office the first week of school. If this form is not returned and completed with employer information by the first week of school, the student will be removed from classes immediately and placed into available classes here at school. First 25 hours will be due at the end of August.**

I would like to enroll in this course for:

\_\_\_ 1 Period a day

\_\_\_ 2 Periods a day

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## Student Agreement

I, \_\_\_\_\_, acknowledge the requirements of this course. I understand that if at any time my employment/ volunteer duties cease **OR** if I fail to submit monthly timesheets, pay stubs, or volunteer log verifying that I worked/ volunteered a minimum of 25 hours, I will receive an F and NO credit for the course. I also understand that I must maintain my driving privileges and parking permit in order to remain in this course. Scheduling of this course, as with any other elective or class, is determined by the master schedule and **I will not have a choice in what periods this course is scheduled. They may be scheduled at the beginning of the day or at the end of the day.**

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

Parent Signature: \_\_\_\_\_