



SOUTHEAST HIGH SCHOOL

Application for Executive Internship

Name (Last, First and Middle Initial)

Current Grade

The Executive Internship program at Southeast High School is a curricular activity that requires a high degree of responsibility. Junior and Seniors, who are interested in exploring careers in the service industry are encouraged to apply. This position requires frequent contact with the public, collaboration with colleagues, ability to build relationships and manage conflicts. Students must possess strong communication skills as they will be required to interact with campus visitors, parents, and fellow students in person and on the telephone. If selected, a student will be assigned to work in multiple areas on campus including the Front Desk, Guidance, and Media Center. A student who is in this course reports directly to the teacher of record, who on consultation with other staff members, will determine a student's grade for this course (based on their performance and other factors).

Students who are interested in participating in the Executive Internship program **must** have a strong academic history (2.5 unweighted GPA or higher), no major discipline referrals, excellent attendance history, and a trustworthy reputation. Anyone participating in this program is a role model to other students and is expected to always demonstrate exemplary character and behavior. Any student who receives a referral resulting in suspension may be removed from this course. Students should abide by the following expectations:

1. Follow all directions.
2. Arrive on time and sign in at the beginning of the period
3. Be courteous.
4. Don't interrupt classes.
5. No personal business (i.e. homework).
6. No technology use unless authorized by assigned staff member.
7. Keep all information confidential.
8. Attend school every day unless missing school due to illness or other excused absence.
9. Abide by all policies and procedures in Manatee County Public Schools Code of Student Conduct.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting, walking and /or standing.
2. Requires occasional physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires occasional stooping, bending, and reaching.
4. Must work in noisy and crowded environments.

Your signature below indicates that you have reviewed this application and understand the rules and expectations of the Executive Internship course.

If selected for this program, I would like to prioritize my top four electives as follows:

- (1) _____
- (2) _____
- (3) _____
- (4) _____

Student Signature

Date

For office use only

GPA (2.5 or higher) verify by _____

Attendance history verified by _____

Discipline history verified by _____ Referrals

Administrator Signature