

Executive Internship Life Work Transition Program 2025 -2026

Instructor: Evan Tisdale

Email: evan.tisdale@stjohns.k12.fl.us

Overview:

In an executive internship, students can earn High School credit by working for pay at a business or volunteering for a registered non-profit off-campus on a consistent basis during the school year. Students can take up to four periods of Executive Internship over the course of their high school career. Students cannot “double dip” by submitting hours for Executive Internship and turn in the same hours for Florida Bright Futures Scholarship.

Requirements:

- You must work at least 5 hours per week per class period of Executive Internship on your schedule.
- If you lose your job, you must inform Mr. Tisdale immediately. You will have a limited amount of time to find another job, or you will risk being dropped.
- Students must leave campus during their Executive Internship period(s). Remaining on campus is not permitted.
- Students must maintain a 2.0 unweighted GPA and remain employed throughout the course.
- More than 15 unexcused absences may result in a removal from the course and loss of credit.

Expectations:

- Students are required to turn in Supervisor Evaluation forms and pay stubs or official work schedules/timesheets MONTHLY (due the last Tuesday of each month).
- Supervisor forms can be picked up at Portable 9 on FCTC Life Work campus or printed from <https://deferment.stjohns.k12.fl.us/structured-work-study/>
- At the end of each month, students can drop off their required paperwork in person during school hours to Portable 9 or send Mr. Tisdale an email message with photos/digital scans of your supervisor evaluation form and timesheets/paystubs for the month.