

Dear Parent/Guardian(s):

Congratulations! Your senior has been selected to participate in the requested semester of the Executive Internship Program (EIP). This is to provide you with a bit of information about EIP and the experience your senior is about to begin.

Since its origination in the early 1970's, EIP grew to include all high schools and dual enrollment programs in Pinellas County. Through the years our students have learned about and participated in a myriad of professions, and the business/professional community has supported the interns' excitement and eagerness to explore varied career fields. We hope that you too will enjoy observing as your senior matures through experiencing the world in a professional setting.

In this document, you will find the EIP Parent Agreement which serves as a guideline. You will be given an opportunity at the end of the semester to evaluate EIP, and to share your thoughts on the program, its effect on your senior, or any additional information you would like to share.

During orientation each student will receive program materials, including:

- EIP Orientation and Course Handbook
- EIP Syllabus outlining students' academic responsibilities
- EIP Seminar and Assignment Schedule

Since we know these items may be of use and interest to you, students will share these materials with you.

You have provided EIP with bright, highly skilled, and enthusiastic students. We can proudly send them out to our business and professional communities as ambassadors for their generation, their schools, and their families. We recognize and appreciate your contribution to their readiness for this pre-professional experience.

Often parents/guardians, businesses, and students are asked about EIP. Please share your information with them and have them contact Dr. Black via email for further details. Each term we enlist new cooperating sponsors and mentors to meet the needs and interests of our students. Also, if you have any concerns, questions, suggestions, need further information, or just want to provide feedback, please feel free to email Dr. Black. Once again, thank you for your continuing support of the Executive Internship Program and partnership in this exceptional experience.

Sincerely,
Dr. Mary C. Black, Coordinator
Executive Internship Program
blackm@pcsb.org

Parent/Guardian Agreement

The parent/guardian of the intern must agree to work closely with the student so as to ensure a successful internship experience. A parent/guardian generally will act in the role of support and guidance for the student intern. The parent/guardian agrees to the following:

- **Work Habits:** Reinforce with the student the need for good attendance, proper dress, and the development of good work habits.
- **Support:** Provide encouragement and reinforcement to the student who is in a new educational experience.
- **Communications:** When necessary, contact the coordinators about any program-related problems or for discussion of student performance or progress.
- **Evaluation:** Provide a letter evaluating the program for the student at the end of the semester.