

Shape Tomorrow

Miami-Dade County Public Schools

OFFICE OF COMMUNITY
ENGAGEMENT

Academic Year Internship Program
Coordinator Tool Kit
2019-2020



**THE SCHOOL BOARD OF
MIAMI-DADE COUNTY, FLORIDA**

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Introduction

Since 1958, high school juniors and seniors in Miami-Dade County Public Schools have paired with professionals to offer their skill sets, positive attitude, and eagerness to learn. In turn, internship providers share their time and talents to provide interns meaningful, career-related experiences.

The honors Academic Year Internship Program is designed to give students real world work experiences, helping them discover first-hand what it takes to be successful in that particular career field.

During the internship, student interns should take on the roles and responsibilities of a valued member of the company or organization. It is important that the interns understand their attendance, punctuality, dress, and work ethic should reflect well upon themselves; as well as their parents, teachers, schools, and peers.

The Office of Community Engagement (OCE) would like to thank you for all the work you do for your students in allowing them to have the opportunity to acquire new skill sets and knowledge before entering post-secondary education and ultimately the workforce.

This tool kit is meant to assist you through the program, including the new timeline, and protocols. Enclosed you will find sample forms that you may consider using as you oversee your school's internship program.

Role of the Office of Community Engagement

- The responsibility of the Office of Community Engagement (OCE), as it relates to this program, is to recruit providers across our community to host M-DCPS interns for the academic year. We also execute cooperative agreements with each provider, even for those students who match themselves. The internships have some regulation per board policies:
 - ❖ No home-based businesses
 - ❖ No overnightwork hours
 - ❖ No alcohol, tobacco, weapons, massage, or tattoo businesses
 - ❖ No student intern may report directly to an immediate family member
- OCE serves as the liaison between internship providers and school sites. This includes when issues arise, such as non-attendance, internship transfer, and/or failure of provider to adhere to program guidelines.
- Three weeks before the end of each grading period, OCE sends providers quarterly grade evaluations with instructions to email them directly to the school's coordinator (Teacher of Record).

Role of the Internship Coordinator

Recruitment and verification of student eligibility

- The internship coordinator is required to send the completed OCE FORM100 to OCE by the required deadline to confirm student placement in the Academic Year Internship Program.
 - Please note, it is the coordinator's responsibility to verify student eligibility, in accordance with the program's requirements listed on page 5 of this tool kit.

- If students have secured their own internship provider, the coordinator must complete all required contact information for the provider in OCE FORM100 so that the OCE may execute Cooperative Agreement.
- The coordinator secures the student– parent agreement signed by both the student and parent/guardian adhering to the rules of the student handbook. The agreement is page 11 of the student's handbook. The coordinator maintains those files.
- The coordinator must verify the student has accident insurance (a requirement of participation in the program. See details listed on page 5 of the student handbook).
- The coordinator is responsible for ensuring the internship course is placed in each student's schedule with the required course codes. (Please see all required course codes information on page 4)

Oversight of Student Interns

- The coordinator should collect and review student log sheets quarterly. The coordinator may choose to review log sheets more frequently.
- Internship providers return grade evaluations directly to the internship coordinator. It is the responsibility of the coordinator (Teacher of Record) to enter each student's grade based on evaluation.
- The coordinator must notify the OCE of any and all changes of internship site or mentor. **Once interns are placed in an internship, there should not be any changes of provider unless under exceptional circumstances.** The coordinator should also communicate to the OCE of any issue, concerns, and/or special circumstances that arise.
- Ensure student complete all necessary survey administered by OCE.

Honors Academic Year Internship Course Codes

Honors Academic Year Internship Course Codes		
	<u>Credit Hour(s)</u>	<u>Course Code(s)</u>
11th Grade	1 credit (5 hours per week in an internship)	0500300AY (Executive Internship 1)
	2 credits (10 hours per week in an internship)	0500300AY (Executive Internship 1) And 0500310AY (Executive Internship 2)
12th Grade	1 credit (5 hours per week in an internship)	0500320AY (Executive Internship 3)
	2 credits (10 hours per week in an internship)	0500320AY (Executive Internship 3) And 0500330AY (Executive Internship 4)

* Please note student is not enrolled until the applicable course code is on their schedule.

Program Outline

Student Eligibility

Students must meet all the eligibility criteria to be enrolled to the Academic Year Internship Program. Students must meet the following requirements:

- Enrolled as a full-time Junior or Senior
- Unweighted GPA of 2.5 or better at time of application
- Excellent school attendance
- Parent/Guardian Internship Cooperative agreement on page 15 of this tool kit for participation
- Student accident insurance
- Updated resume

Student Credits

To receive full credit for the Academic Year Internship, students must complete all required hours at their internship site:

- 1 credit = 5 hours a week, 45 hours per quarter
- 2 credits = 10 hours a week, 90 hours per quarter

A monetary stipend may be provided to the student, but the Office of Community Engagement must be made aware if that is the intent, to ensure all necessary forms are completed.

Should the internship provider decide to hire a student for any hours above the five or ten internship credit hours, this would be deemed employment and is outside the scope of the internship program. Time spent at the internship site may not be counted as volunteer or community service hours, unless special arrangements are made to acquire those hours after the internship requirement is fulfilled.

Time spent at the internship site may not be counted as community service hours, unless special arrangements are made to acquire those hours after the internship requirement is fulfilled.



Student Attendance

Before the student begins the internship, the student and provider must work together to establish a convenient time schedule for both parties. **The coordinator must also approve of the established schedule.** All are asked to be flexible. As situations change, schedules may need to be adjusted. The schedule must indicate the days of the week and the hours that the student will be at the internship site. Students generally complete their hours during the regular school week during daylight hours.

Students are not required to report on their scheduled internship day if it falls on a teacher planning day or holiday nor are they required to make up those hours. Please refer to the Miami-Dade County Public Schools' master calendar. In the event of an extended illness or excused absence*, the student and the internship provider may make alternative arrangements. Students must notify the coordinator of any changes in their schedules.

***M-DCPS excused absences:** Student illness, death in the family, observance of religious holiday, or school-sponsored event with prior approval by the internship provider.

POSSIBLE CAREER FIELDS OF INTEREST

Aviation	Biological Sciences	Business	Computer Science
Creative Design	Chemistry	Education	Engineering
Hospitality and Tourism	Information Technology	International Banking and Finance	Journalism
Law	Law Enforcement	Life Sciences and Health Care	Medical Health Professions
Physics	Politics	Photography	Psychology
Public Relations	Trade and Logistics	Veterinary	Zoology

Miami-Dade County Public Schools
Academic Year Internship Program
TIMELINE

TIMEFRAME	ACTIVITY
First day of School – December 4	Recruitment of eligible rising junior and senior students for upcoming school year.
	Obtain students' information.
	Check Eligibility Criteria for all students.
	<ul style="list-style-type: none"> - Eligibility as a full-time Junior or Senior - Unweighted GPA of 2.5 or better - Excellent school attendance - Student/Parent Internship Cooperative agreement for participation - Student accident insurance - Updated resume
October 11	1 st Quarter Grade evaluation is due for the Academic Year Internship Program students.
December 15	Provide OCE with OCEFORM100 all eligible students to be matched by OCE and those who found their own placement.
December 20	2 nd Quarter Grade evaluation is due for the Academic Year Internship Program students.
January 7 – March 22	OCE matches all students who did not find their own placement.
March 7	3 rd Quarter Grade evaluation is due for the Academic Year Internship Program students.
April	Student setup interviews and meet with internship providers. (Student must bring resume and student placement form)
May	After the interviews, coordinators confirm student placements and submit OCEFORM101 to Office of Community Engagement.
	Internship course placed on student schedules required course codes according to number of internship hours per week. (See details listed on page 4)
May 24	4 th Quarter Grade evaluation is due for Academic Year Internship Program students.

SUGGESTED **FORM TEMPLATES**

Google Form

A Google Form or other related online application may be used to gather students' information. The link below is a template. Please contact C. Ana Perello at 305-995-1630 or cperello@dadeschools.net if this is something you are interested in using instead of a physical form.

https://docs.google.com/forms/d/1k-fCYVQsXzBBzLhI3b7IAKzOwSJqLn5_hu5Q1ZarftM/prefill

MIAMI-DADE COUNTY PUBLIC SCHOOLS

APPLICATION DEADLINE:

SUBMIT TO YOUR SCHOOL-SITE COORDINATOR

INTERNSHIP APPLICATION (MUST BE TYPED)

STUDENT INFORMATION:

ID#: _____ NAME: _____ DATE OF BIRTH: _____

HOME ADDRESS: _____ CITY/STATE/ZIP: _____

HOME: _____ CELL: _____ EMAIL: _____

ETHNICITY:

____ ASIAN _____ BLACK
____ HISPANIC _____ INDIAN
____ MULTIRACIAL _____ NATIVE AMERICAN
____ WHITE _____ OTHER: _____

Please check all that apply:

____ ESOL _____ GIFTED _____ FREE or REDUCED LUNCH

GENDER (Please check one):

____ MALE _____ FEMALE

NUMBER OF DESIRED INTERNSHIP HOURS: _____ 1 credit (5 hours a week) _____ 2 credits (10 hours a week)

GPA : _____ Unweighted _____ Weighted

TRANSPORTATION (from school to internship): _____ Private _____ Public

SCHOOL INFORMATION:

SCHOOL NAME: _____ CURRENT GRADE: _____

GUARDIAN INFORMATION:

FATHER/GUARDIAN NAME: _____

EMAIL: _____

MOTHER/GUARDIAN NAME: _____

EMAIL: _____

PHONE 1: _____

PHONE 2: _____

PHONE 1: _____

PHONE 2: _____

FIELDS OF INTEREST:

PLEASE READ YOUR INTERNSHIP HANDBOOK FOR IDEAS ON POSSIBLE CAREER CHOICES:

1. _____
2. _____
3. _____

INSURANCE:

MARK IF YOU HAVE PRIVATE INSURANCE OR HAVE PURCHASED SCHOOL INSURANCE :

____ PRIVATE INSURANCE

____ PURCHASED SCHOOL INSURANCE

IF YOU HAVE YOUR OWN MENTOR (NO FAMILY MEMBERS OR FRIENDS), FILL OUT THE FOLLOWING:

*PROPOSED MENTOR NAME: _____

COMPANY NAME: _____ DEPARTMENT NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE: _____ FAX: _____ EMAIL: (required) _____

TYPE OF BUSINESS: _____

Miami-Dade County Public Schools Academic Year Internship Program

Internship Log Sheet 2019 – 2021

Please Check One:

- ☐ Quarter 1 Due
- ☐ Quarter 2 Due
- ☐ Quarter 3 Due
- ☐ Quarter 4 Due

Student's Name: _____ ID# _____ # of Credits (1 or 2): _____

Internship Provider's Name: _____ Internship Location: _____

Instructions: Duplicate this form as needed. Each student should maintain a record of his/her daily attendance and activities. Student is to submit log sheet to **school internship coordinator** each nine weeks by the due date.

[illegible]

Student's Signature: _____ Internship Provider's Signature: _____

School Name: _____

Miami-Dade County Public Schools Academic Year Internship Program

Required Student Procedures

1. Internship commitment is for the entire school year.
2. Transportation difficulties or lack of interest cannot be an excuse to exit the program. Please confirm transportation prior to committing to the internship.
3. Once your coordinator confirms your acceptance and you have been matched, please contact your provider to set up an interview.
4. Any changes in internship provider or student contact information must be approved by your internship coordinator. All changes must be communicated to the Office of Community Engagement immediately. Changes are only accepted in exceptional circumstances.
5. Your coordinator may ask to maintain a log sheet signed by the internship provider. Student must submit a copy to the coordinator.
6. Student cannot participate in an internship if reporting to an immediate family member, or in a home-based business.
7. Internship hours must be during school week.
8. Internship provider must submit a grade sheet directly to the internship coordinator before the end of the grading period. Encourage your provider to submit your evaluation on time.

Print Student Name _____ **ID#** _____

I have read and understand the Required Student Procedures. Non-compliance with the procedures may result in failure of a grading period and/or removal from the internship program.

Student's Signature _____ **Date** _____

Miami-Dade County Public Schools

Office of Community Engagement

Academic Year Internship Program

SUBMIT TO YOUR SCHOOL INTERNSHIP COORDINATOR

Student Internship Placement Data Form 2018 – 2019

INSTRUCTIONS

1. Call your proposed internship provider and make an appointment for an interview **IMMEDIATELY**. Please return this SIGNED form to your internship coordinator as soon as possible. E-mail or call your internship coordinator if you have any questions or concerns.
2. **If you need to leave a message for the internship provider, please let them know you are a Miami-Dade County Public Schools student from the Academic Year Internship Program.**
3. At the interview, discuss with your internship provider the activities available to you, internship responsibilities, and the days, and hours you are required to attend. Share the schedule with your school internship coordinator for final approval.
4. Bring this form and your resume with you to the interview. Respective individuals must sign below for the placement to be complete. Before you leave the interview, if hired, set a day to begin the internship no later than the second week of school, August 27 - 31, 2018.
5. Keep a copy of this form for your records and email it to your internship coordinator.

STUDENT INFORMATION

Student Name:

ID #:

School:

Parent's/ Guardian's Name:

Student's E-mail:

Student's Phone Number:

Number of Credits:

Course Number:

PROVIDER INFORMATION

Internship Provider Name:

Career Field:

Internship Site Address:

Phone:

E-mail:

Internship Provider's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Intern Emergency Contact Information Sheet

Student Information:

Student's Name: _____ School: _____

Student's Phone: _____ Student's Email: _____

Parent's Name: _____ Parent's Phone: _____

Parent's Email: _____ Other Contact: _____

Phone: _____

Student Internship Schedule:

Monday: _____ : _____ AM/PM to _____ : _____ AM/PM

Tuesday: _____ : _____ AM/PM to _____ : _____ AM/PM

Wednesday: _____ : _____ AM/PM to _____ : _____ AM/PM

Thursday: _____ : _____ AM/PM to _____ : _____ AM/PM

Friday: _____ : _____ AM/PM to _____ : _____ AM/PM

Saturday: _____ : _____ AM/PM to _____ : _____ AM/PM

School Contact:

Email: [Your school-site coordinator](#)

Please fill out this form, save a copy for your records, and provide a copy to your business mentor and school's internship coordinator. If any information changes, please be sure to provide your mentor and coordinator with updated information.

SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Internship Cooperative Agreement

Internship programs are planned to develop students academically, economically and socially. There are responsibilities to the student and parent that must be considered.

The Student agrees to comply with all requirements found in the Student Internship Handbook:

1. Adhere to rules and regulations of the business and act in an ethical matter;
2. Provide his/her own transportation to place of internship;
3. Inform the internship provider and the instructional supervisor in the event of illness or emergency that prevents attendance;
4. Be in attendance and punctual on the job and for all specified meetings;
5. Not voluntarily quit/resign a job without previous authorization from the internship provider and the instructional supervisor; and
6. Understand that the instructional supervisor is the recognized authority for making any adjustments or changes in the internship program. This principle applies regardless of whether or not the student obtained his/her own internship position.

The Parent /Guardian agrees to:

1. Ensure that their child follows internship provider/school expectations of the program;
2. Support the policy of requiring the student to complete the length of the internship program;
3. Understand that the student is responsible for his/her own transportation; and
4. The internship provider may not be subject to the same background screening requirements as M-DCPS employees, M-DCPS makes no representation and takes no responsibility for enforcement, verification or vetting of the same.
5. This Agreement shall be governed by, and construed in accordance with the laws of the State of Florida, venue in Miami-Dade County
6. Understand that Miami-Dade County Public Schools (M-DCPS) will not be held liable in case of accident/injury on the way to and from internship. Student must obtain M-DCPS Student Accident Insurance to be eligible for the program.

We, the undersigned, agree that we have read and understand the purpose and intent of the Internship Program. The term of the Agreement shall not exceed three years from date of execution. The School Board reserves the right to terminate this Agreement without cause by giving the Internship Provider thirty (30) days written notice.

Student Name Print

Signature

Date

Parent Name Print

Signature

Date

District Administrator Print

Signature

Date

Recruitment Flier

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ACADEMIC YEAR INTERNSHIP PROGRAM

DATES/ LENGTH	Full academic year (August - May)
SCHEDULE	5 to 10 hours weekly with flexible schedule
OPPORTUNITY	Students are paired with community professionals to gain knowledge on their intended field of study and future career, connections and hands-on experience
ROLE	Students take on the roles and responsibilities of a valued member of a company or organization
STUDENT ELIGIBILITY	Enrollment as full- time juniors or seniors; an unweighted GPA of 2.5 or better; excellent school attendance; accident insurance, and secure public or private transportation to the internship site
INTERNSHIP CREDIT	Students receive honors academic credit. Internships are generally unpaid
JOIN NOW!	Be part of a program that has provided career experience and learning opportunities to thousands of students in Miami- Dade County Public Schools since 1958

Please reach out to your school internship coordinator to learn more about the Academic Year Internship Program

 www.engagemiamidade.net/internships

   @MDCPSCOMMUNITY



FAQs

Q: Can student(s) participate if they have a low grade point average and 10 or more unexcused absences?

A: No, student (s) must have a minimum 2.5 unweighted GPA and no more than 10 or more unexcused absences at the time eligibility is checked.

Q: Who enters the student(s) grades?

A: The school-site internship coordinator or should be the Teacher of Record, and enters grades for each student. The Office of Community Engagement will send the grade evaluations directly to providers with instructions three weeks prior to the end grading period.

Q: For how many credits are the student(s) taking an internship?

A: To receive full credit for the internship, student(s) must complete all required hours at an internship site.

- 1 credit = 5 hours a week, 45 hours per quarter
- 2 credits = 10 hours a week, 90 hours per quarter

Q: What are the course codes for student(s) in the internship program?

A: Please refer to page 4 for complete course code information.

Q: Should I encourage my students to find their own internship?

A: Yes. Students may have a special interest in a particular career field and are encouraged to seek out internship sites that best match their goals. The Office of Community Engagement will match all student s who do not find their own internship, but cannot guarantee placement in specific internship sites.

CONTACT INFORMATION

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