



MIAMI-DADE COUNTY PUBLIC SCHOOLS OFFICE OF COMMUNITY ENGAGEMENT

ACADEMIC YEAR
INTERNSHIP PROGRAM

STUDENT HANDBOOK
2020-2021

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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2020-2021 Program Timeline

August 2019 – February 2020

Student/Provider Registration

February 20, 2020 DEADLINE:

Student registration and Provider job postings to be entered for student consideration for 2020-2021 school year

March 2020 – April 2020:

Student Internship Applications/Interviews

May 15, 2020 DEADLINE:

Student Internship Placements Finalized

August 2020:

Students begin reporting to internship site beginning the second week of Fall semester and continue until May, 2021.

Introduction

Are you looking to gain real-world experience in the workforce, as you plan your future career? An internship is one of the best ways to see firsthand what it really takes, while also enhancing your resume and making valuable connections.

Not sure which career path you plan to take? An internship is a great way to acquaint yourself with the opportunities and challenges of an industry, while also learning universal values like responsibility, accountability, and working with a team.

Since 1958, the Academic Year Internship Program has provided exciting opportunities for high school juniors and seniors in Miami-Dade County Public Schools. Through internships, students are paired with community professionals to gain experience and knowledge in their intended post-secondary fields of study, and/or careers. Internship providers who participate in the program share their time and talent to give interns meaningful, career-related experiences.

The internship is designed for you take on the roles and responsibilities of a valued member of a company or organization. In turn, your attendance, punctuality, dress, and work ethic should reflect well upon yourself, as well as your parents/guardians, teachers, school, and peers.

This handbook has been developed to help prepare you to successfully complete the internship program. It is your responsibility to read this handbook and comply with what will be asked of you.

Remember that your school internship coordinator and the Office of Community Engagement are here to support you. If you have any questions, concerns, or issues that arise, please contact your school-site coordinator.

Enjoy your internship.

Eligibility

The Academic Year Internship Program is an honors elective course that can be taken for one or two annual credits, depending on your schedule. You earn local honors high school credit for your work at the internship site.

You must apply for the internship directly with your school internship coordinator in the fall of your sophomore or junior year for placement in an internship for the following school year. If you participated in an internship as a junior, you may re-apply for placement with the same or a new internship provider during your senior year. If you would like to return to the same provider, you must express that to the internship provider and school-site coordinator. To be eligible as an intern in this program, you must meet the following qualifications:

- Rising junior or senior
- Minimum un-weighted scholastic grade point average of 2.50
- Excellent school attendance
- Approval from your school internship coordinator
- Completed parent/guardian cooperative agreement (on the last page of this handbook)
- Student accident insurance—proof of purchase submitted to your school internship coordinator
- Resumé
- Public or private transportation

Internship Course

Pre-Internship

1. Review eligibility criteria for the program.
2. Meet with your school's internship coordinator for requirements.
3. Apply at www.aymiami.getmyinterns.org by February 2020 for the 2020-2021 school year.
4. Complete all required forms for eligibility available thru your school's internship coordinator.
5. Once approved by your school's coordinator, you may browse opportunities starting March 1, 2020.
6. SOLVE any transportation problems before considering a position.
7. Set up interviews with potential internship providers and clarify schedule in the interview.
8. Call to cancel any subsequent interviews once a position has been accepted.

Attendance

Students generally do not remain at their internship site after sundown, unless they have permission from the internship provider and a parent/guardian. Students generally complete internship hours during the school week.

Regular attendance and punctuality are critical in this program. You should not miss scheduled days at the internship site and should always arrive on time. If a scheduled day is missed due to a Miami-Dade County Public Schools (M-DCPS) excused absence, as outlined in Board Policy 5200, **you must inform the internship provider in advance and you must both determine an appropriate time to make up the missed hours.** (For example, making up missed hours by attending the internship on any day not regularly scheduled.) All make-up hours must be scheduled with the approval of the internship provider. You must notify the internship provider prior to any absence or late arrival to the internship site. Failure to do so will affect your grade.

You are **not required** to attend a scheduled day at your internship if it falls on a **teacher planning day** or **school holiday**. Please remind your internship provider of these days. However, you may choose to attend your placement on that day if prior arrangements have been made with the internship provider.

In the event of an **extended** illness or absence, you and your internship provider may make alternative arrangements. You **must notify** your school internship coordinator of any changes in schedule and/or proposed internship activities. You are also responsible for ensuring the internship provider always knows where you are while at the internship site.

Experience, knowledge, and course credit(s) are the benefits of the internship program. 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 credit hours requirement is fulfilled.

Required Course Hours:

- For one (1) honors credit the minimum number of required hours at the internship site is five (5) hours per week or forty-five (45) hours per quarter.
- For two (2) honors credits the minimum number of required hours at the internship site is ten (10) hours per week or ninety (90) hours per quarter.

Finding Your Internship

Student may utilize the search function on www.aymiami.getmyinterns.org are able to find different opportunities in Miami-Dade County and must apply directly to the post. Once you have been selected to be considered for an interview, the provider will schedule one. Please be responsive to the notifications received from www.aymiami.getmyinterns.org and/or providers.

In-Person Interviews:

Once an interview has been scheduled, you must bring a resume and dress in business attire. In the interview, you should discuss intended duties and schedule. The outcome of the interview must be relayed to the school's internship coordinator. If the provider approves you for the internship, he/she must click the "hired" button through the online system. Your internship will be finalized once your school internship coordinator makes the final approval of the match.

Forms

Your school internship coordinator will provide you all necessary forms to submit to him/her to apply for the program. These forms are available on www.aymiami.getmyinterns.org and at the end of this handbook.

- **Required Student Procedures** – This outlines your responsibilities in the program.
- **Intern Emergency Contact Information Sheet** – This sheet should be completed and submitted directly to internship provider. Current parent/guardian's home, work, and cellular phone numbers must be provided.
- **Internship Log Sheet** – This form is for you to record internship attendance hours and program activities each time you attend the internship. The log sheet must be signed by your internship provider, and you must submit the log sheet to your school internship coordinator by the deadline he/she gives you.
- **Student/Parent or Guardian Agreement** - This outlines your responsibilities in the program which both you and your parent/guardian agree to the terms.

Performance Evaluation

Every nine (9) weeks, the Office of Community Engagement will send a Grade Evaluation Request directly to your internship provider who will evaluate you.

The provider returns the completed grade evaluation directly to your school internship coordinator. You are strongly encouraged to remind your provider to complete all grade evaluations by the deadlines. All grade evaluations are due three weeks prior to the end of the quarter period. Please refer to the Miami-Dade County Public Schools' master calendar.

Your school internship coordinator may also provide you with a log sheet, which must be signed by your provider to verify full completion of your required hours. Submit the log sheet directly to your internship coordinator by the deadlines he/her gives you.

Toward the end of the academic year, you will be given the opportunity to evaluate your internship experience and internship provider. You are encouraged to complete the online survey, which the Office of Community Engagement will send to you via email.

Your grade is based on your performance in the areas below:

- Student attendance
- Punctuality
- Communication skills
- Interest level
- Motivation
- Reliability
- Accuracy
- Progress made toward development of projects
- Completion of all assignments

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

Miami-Dade County Public Schools Academic Year Internship Program

Internship Log Sheet 2020 – 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.

Date	Time In	Time Out	Brief Description of Day's Activity	# of Hours	Internship Provider's Initials

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 (August 2020 to May 2021).
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. Any changes in internship provider or student contact information it must be approved by your internship coordinator. All changes must be communicated by the coordinator to the Office of Community Engagement immediately. Changes are only accepted of exceptional circumstances.
4. Your coordinator may ask to maintain a log sheet signed by the internship provider. Student must submit a copy to the coordinator.
5. Student cannot participate in an internship if reporting to an immediate family member, or in a home-based business.
6. Internship hours must be during school week.
7. 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 2020 - 2021

INSTRUCTIONS

1. Call or email 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.
5. Before you leave the interview, if hired, set a day to begin the internship no later than the second week of school, August 23-27, 2020.
6. 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: _____

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.

Student Internship Schedule:

Mon.: _____ : _____ AM/PM to _____ : _____ AM/PM

Tues.: _____ : _____ AM/PM to _____ : _____ AM/PM

Wed.: _____ : _____ AM/PM to _____ : _____ AM/PM

Thurs.: _____ : _____ AM/PM to _____ : _____ AM/PM

Fri.: _____ : _____ AM/PM to _____ : _____ AM/PM

2020-2021 ACADEMIC YEAR INTERNSHIP PROGRAM CALENDAR

COMING SOON!



CONTACT INFORMATION

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MIAMI, FL 33132

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