



MIAMI-DADE COUNTY PUBLIC SCHOOLS OFFICE OF COMMUNITY ENGAGEMENT

ACADEMIC YEAR
INTERNSHIP PROGRAM

PROVIDER HANDBOOK
2021-2022

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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Program Manager
Office of Community Engagement

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2021-2022 Program Timeline

FEBRUARY 1- 29, 2021: Student/Provider Registration

APRIL 2, 2021 DEADLINE: Provider job postings to be entered for student consideration for 2021-2022 school year

APRIL 5- May 15, 2021: Student Internship Interviews

MAY 15, 2021 DEADLINE: Student Internship Placements Finalized

AUGUST 2021: Students report to internship site beginning the second week of Fall semester and continue until May 2022.

***INTERNSHIP PROVIDER REGISTRATION IS ONGOING THROUGHOUT THE YEAR**

Your Role as an Internship Provider

Thank you for your interest in becoming an Academic Year Internship Program provider to a Miami-Dade County Public Schools junior or senior. Internship Providers are professional mentors who offer time and talents to high school student interns by providing meaningful, career-related experiences. The objective is to show interns what it takes to be successful in that particular career field.

As an internship provider you facilitate the environment that enables the interns to learn valuable, lifelong skills including:

- Developing and measuring achievable short-term and long-term goals
- Positive values such as working with a team and being a contribution to others
- Personal and social responsibility, and accountability

In addition, enabling the intern to become an impactful member of your team may provide your workplace with a new, fresh approach. As this is an honors internship program, it is intended to provide the intern with a comprehensive understanding of the multiple facets of a workplace, including at its highest levels. The work assigned to an intern should not replace the work normally assigned to an employee. (e.g. janitorial duties or extended clerical work). If you choose to compensate your student interns, please indicate so when you register at aymiami.getmyinterns.org.

At the end of the academic year, students will be asked to complete a survey evaluating their experience during the internship.

Becoming an Internship Provider

Before being authorized to host a M-DCPS intern, all Internship Providers must complete online profile on <https://aymiami.getmyinterns.org/Account/RegisterCompany>. Once completed, providers are required to sign a cooperative agreement which outlines the roles and responsibilities. We also encourage you to read this handbook to familiarize yourself with the program. Immediate family members are not permitted to serve as a student's mentor. **In addition, given the circumstance of the COVID-19 pandemic, we ask virtual internships are an option in replacing in-person internship which must be agreed upon students and providers. However, students may not report in person to a home-based business. The School Board is unaware if an internship provider has taken all mandatory precautions in response to the COVID-19 pandemic. It is incumbent upon both the Internship Provider Company as well as the student to assure that safe practices are followed at all times during the in-person internship.**

Signing the cooperative agreement does not guarantee an intern will be placed within the positions you have available.

The cooperative agreement must be completed fully and signed by an authorized representative, as outlined by the Florida Division of Corporations. Please follow the instructions on **page 9** of this handbook to execute the agreement.

Please contact the Office of Community Engagement at 305-995-3050 with any questions or concerns. You may also email us at Internships@dadeschools.net.

Internship Provider's Responsibilities

Interviews and Hiring

You will have the opportunity to interview each student interested in joining your team by clicking "consider" when you log in to the <https://aymiami.getmyinterns.org>. Once you have scheduled an interview and decide a student is great addition to your team, please click on the "hire" button on the website. This finalizes the student's placement for an internship with your organization. The student intern must also notify their school site internship coordinator for final approval.

Scheduling

Prior to the beginning of the internship, the student and provider must work together to establish a convenient time schedule for both parties. The school site internship 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 specific hours the student will be at the internship site.

Grade Evaluations

The provider submits quarterly grade evaluations during the internship. The grade evaluation is required for the entire school year and must be submitted directly to the school internship coordinator. Instructions will be provided via email, at least three weeks prior to the due date. Please add internships@dadeschools.net to your safe sender list to ensure you receive all notifications. You will be asked to evaluate students on:

- Attendance/Punctuality
- Communication Skills/Interest Level
- Reliability/Motivation
- Acquired/Learned Skills for internship

Miami-Dade County Public Schools is required to inform parents/guardians if a student's grade could fall to a "D" or "F". If your intern is in danger of receiving one of these grades, please notify the Academic Year Internship Program Director in the Office of Community Engagement immediately, so the student's internship coordinator may be notified.

If at any time, a student is not fulfilling his/her responsibilities or is not attending the internship according to the agreed upon schedule, please notify the Office of Community Engagement immediately.

Intern Activities Log Sheets

As an internship provider, you will also be asked to sign log sheets, which will detail your student intern's activities and scheduled hours throughout the internship. The log sheets assist the school site coordinators in verifying the students are completing all required hours and are engaging in meaningful activities. The log sheets may be returned directly to the student.

Student Emergency Contact Information Form

The student should provide you with an emergency contact form, listing parental and school-site contact information in the event of an emergency. Contact the Office of Community Engagement for all non-emergency matters.

Internship Course Credits

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

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

You may provide a monetary stipend to the student intern, however the Office of Community Engagement must be made aware if that is the intent, to ensure all necessary forms are completed.

Should you 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 required community service hours unless special arrangements are made to acquire those hours after the internship requirement is fulfilled.

Intern Attendance

At the beginning of the internship, the student and provider work together to establish a convenient time schedule for both parties. The school site internship coordinator must also approve of the established schedule. Students may not remain at the internship site after sundown, unless they have written permission from their internship provider and parent/guardian. Students generally complete their hours during the regular school week.

Regular attendance and punctuality are critical. If a scheduled day is missed due to a Miami-Dade County Public Schools (M-DCPS) excused absence*, the student must inform the internship provider and both should determine an appropriate time to make up the missed hours. All make-up hours must be scheduled with the approval of the internship provider. The student must notify the internship provider prior to any absence or late arrival to their internship site. Failure to do so will affect the student's grade.

(Does not apply to virtual internships. Only in-person internships) Students are **not** required to attend their scheduled internship day if it falls on a teacher planning day or holiday. (As outlined in the program calendar at the end of this handbook.) In the event of an extended illness or absence, the student and internship provider may make alternative arrangements. Students must notify the school internship coordinator of any changes in their schedule and/or outline of proposed internship activities.

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

Cooperative Agreement Instructions:

- Please read this entire handbook.
- Please fill out and sign the Internship Cooperative Agreement on page nine -- Company Name, Authorized Signor. This information must MATCH on what is listed on sunbiz.org for the company.
- Please note, the agreement may ONLY be accepted by an authorized signor listed per the Florida Division of Corporations, as verified through Sunbiz.org.
- To verify the information, please click the link below which will take you to Sunbiz.org <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>
- **The address listed on sunbiz.org must pertain to a commercial property. If not, please fill out the agreement on page 10 which states students will not report to the residential address.**
- Scan and email the signed cooperative agreement to Internships@dadeschools.net.
- You will receive a confirmation email once the agreement is executed, with a copy of the executed agreement for your records

THE 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 internship provider that must be considered.

The Internship Provider Company agrees to comply with all requirements found in the Internship Provider Handbook, incorporated herein by reference and attached hereto, which may be amended from time to time by the Office of Community Engagement:

1. Place the student intern in his/her business organization under the supervision of a qualified supervisor for the purpose of providing workplace readiness experience;
2. Adopt a background screening process that is, at a minimum, consistent with M-DCPS guidelines for the person(s) who will be supervising the student;
3. Provide the student with same consideration given employees with regard to safety, health, general working conditions, and other policies and procedures of the business;
4. Adhere to all state, federal, and School Board policies, including but not limited to nondiscrimination in employment and educational programs or activities with regards to race, gender, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preferences or disabilities;
5. Hold harmless and indemnify the School Board of Miami-Dade County, Florida and its members, officers and employees against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, arising out of bodily injury or property damage arising out of or incidental to the negligent performance of this Agreement by or on behalf of the Internship Provider. However, nothing herein shall be deemed to indemnify the School Board for any liability or claim arising out of the negligent performance or failure of performance of the School Board or as a result of the negligence of any unrelated third party; and
6. Be subject to all applicable federal and Florida laws and School Board policies relating to the confidentiality of student records.
7. Understands and agrees that it is subject to all federal and state laws and School Board Policies relating to the confidentiality of student information specifically The Family Educational Rights and Privacy Act, 34 C.F.R. §99 et. seq. All student information shall be regarded as confidential and not disclosed to any third-party.
8. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, venue in Miami-Dade County.
9. Comply with Florida's Public Records Laws as delineated in Fla. Stat. 119, and laws relating to records retention.
10. This Agreement shall terminate three (3) years from the date of the District Administrator's Signature below. In the event of an issue involving the health, safety, or welfare of student interns, The School Board and/or its designee at its sole discretion, may terminate this Agreement immediately with reasonable written notice to the provider.
11. **Please check one of the following:**
☐ I intend to pay student a monetary stipend
☐ I do **NOT** intend to pay student a monetary stipend

Internship Provider Company Name as set forth with the Florida Division of Corporations

Internship Provider Company Authorized Representative
(as set forth with the Florida Division of Corporations)

Signature

Date

District Administrator Print

Signature

Date

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
Internship Cooperative Agreement
Residential or Virtual Business

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

The Internship Provider Company agrees to comply with all requirements found in the Internship Provider Handbook, incorporated herein by reference and attached hereto, which may be amended from time to time by the Office of Community Engagement:

1. Place the student intern in his/her business organization under the supervision of a qualified supervisor for the purpose of providing workplace readiness experience;
2. Adopt a background screening process that is, at a minimum, consistent with M-DCPS guidelines for the person(s) who will be supervising the student;
3. Provide the student with same consideration given employees with regard to safety, health, general working conditions, and other policies and procedures of the business;
4. Adhere to all state, federal, and School Board policies, including but not limited to nondiscrimination in employment and educational programs or activities with regards to race, gender, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preferences or disabilities;
5. Hold harmless and indemnify the School Board of Miami-Dade County, Florida and its members, officers and employees against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, arising out of bodily injury or property damage arising out of or incidental to the negligent performance of this Agreement by or on behalf of the Internship Provider. However, nothing herein shall be deemed to indemnify the School Board for any liability or claim arising out of the negligent performance or failure of performance of the School Board or as a result of the negligence of any unrelated third party; and
6. Be subject to all applicable federal and Florida laws and School Board policies relating to the confidentiality of student records.
7. Understands and agrees that it is subject to all federal and state laws and School Board Policies relating to the confidentiality of student information specifically The Family Educational Rights and Privacy Act, 34 C.F.R. §99 et. seq. All student information shall be regarded as confidential and not disclosed to any third party.
8. This Agreement shall be governed by, and construed in accordance with the laws of the State of Florida, venue in Miami-Dade County.
9. Comply with Florida's Public Records Laws as delineated in Fla. Stat. 119, and laws relating to records retention.
10. This Agreement shall terminate three (3) years from the date of the District Administrator's Signature below. In the event of an issue involving the health, safety, or welfare of student interns, The School Board and/or its designee at its sole discretion, may terminate this Agreement immediately with reasonable written notice to the provider.
11. Although the principal address for this Provider, as filed with the Florida Division of Corporations, is a residential address, the Internship Provider agrees the intern shall never report to the residential address and shall only perform services in **authorized locations**.

12. Please check one of the following:

- ☐ I intend to pay student a monetary stipend
- ☐ I do **NOT** intend to pay student a monetary stipend

Please check one of the following:

- ☐ My business is registered with a residential address, but students will report to a commercial address (Show proof)
- ☐ Students will only report virtual to my opportunity

Internship Provider Company Name (as set forth with the Florida Division of Corporations)

Internship Provider Company Authorized Representative
(as set forth with the Florida Division of Corporations)

Signature

Date

M-DCPS District Administrator Print Name

Signature

Date



MIAMI-DADE COUNTY PUBLIC SCHOOLS 2021-2022 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

July 2021				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August 2021				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September 2021				
M	T	W	T	F
		1	2	3
8	7 ^a	8	9	10
13	14	15	16 ^a	17
20	21	22	23	24
27	28	29	30	

October 2021				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24 ^a	25	26
29	30			

December 2021				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 2022				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21 ^a
24	25	26	27	28
31				

February 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2022				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15 ^a
18	19	20	21	22
25	26	27	28	29

May 2022				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 2022				
M	T	W	T	F
		1	2	3
6	7	8	9 ^a	10 ^a
13 ^a	14	15	16	17
20	21	22	23	24
27	28	29	30	

	New Teachers Report
	Teacher Planning Day
	Teacher Planning Day - (No Opt)
	District-wide Professional Development Day

	Recess Day
	Beg/End of Grading Period
	Legal Holiday
	Available to opt
	Teacher Planning Day available to opt

Days in Grading Period	
1- 46	
2- 44	
3- 44	
4- 46	

For information on employee opt days, please refer to back of calendar.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
2021-2022 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY
MIAMI, FLORIDA**

August 23	First Day of School; begin first semester
September 6	Labor Day; holiday for students and employees
September 7 *+ #	Teacher planning day; no students in school
September 16*+ #	Teacher planning day; no students in school
October 22	First Quarter Grades Are Due
October 28	End first grading period; first semester
October 29	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
November 1	Begin second grading period; first semester
November 11	Observation of Veterans' Day; holiday for students and employees
November 24*+ #	Teacher planning day; no students in school
November 25	Thanksgiving; Board-approved holiday for students and employees
November 26	Recess Day
December 20-	Winter recess for students and employees with the exception of Fraternal Order of Police
December 31	and select 12 month employees
January 14	Second Quarter Grades Are Due
January 17, 2022	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 20	End first semester and second grading period
January 21*+ #	Teacher planning day; no students in school
January 24	Begin third grading period; second semester
February 21	All Presidents Day; holiday for students and employees
March 21 – 25	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12 month employees
March 28	Third Quarter Grades Are Due
April 1	End third grading period; second semester
April 4	Begin fourth grading period; second semester
April 15*+ #	Teacher planning day; no students in school
May 30	Observance of Memorial Day; holiday for students and employees
May 28 -June 1	Fourth Quarter Grades Are Due/ Last Week of Internships
June 8	Last Day of School; end fourth grading period; second semester
June 9	Teacher planning day; not available to opt; no students in school

*Calendar listed for the Academic Year Internship Program. Most updated and full Miami-Dade County Public Schools' calendar can be accessed by clicking here: <http://www.dadeschools.net/calendars/>



CONTACT INFORMATION

MIAMI-DADE COUNTY PUBLIC SCHOOLS
OFFICE OF COMMUNITY ENGAGEMENT
1450 NE 2ND AVE, ROOM 202
MIAMI, FL 33132

ACADEMIC YEAR INTERNSHIP
PROGRAM MANAGER
CONSUELO ANA PERELLO
INTERNSHIPS@DADESCHOOLS.NET



WWW.ENGAGEMENTMIAMIDADE.NET/INTERNSHIPS



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