

Shape Tomorrow

**Miami-Dade County
Public Schools**

**OFFICE OF COMMUNITY
ENGAGEMENT**

**Academic Year Internship Provider
Handbook 2019-2020**



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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Introduction

Are you looking for an energetic and dynamic addition to your team, while also giving back to our community, by helping to inspire and shape the next generation of the workforce? Hosting a Miami-Dade County Public Schools (M-DCPS) intern at your company or organization provides an opportunity to accomplish both goals.

Since 1958, M-DCPS high school juniors and seniors have paired with professionals to offer their skillset, 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-life 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.

Student interns receive honors course credit and may be paid a stipend if you choose. You may, also find your intern is such a valuable member of your team that you choose to hire him/her after their internship hours are fulfilled.

The Office of Community Engagement is here to support you and handle any questions or concerns that may arise at any time.

Thank you for your participation.

Your Role as an Internship Provider

As an internship provider you facilitate the environment that enables the intern 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 a paid employee. (e.g. janitorial duties).

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

Thank you for your interest in becoming an Academic Year Internship Program provider to a Miami-Dade County Public Schools junior or senior.

All providers are required to sign a cooperative agreement with M-DCPS which outlines the roles and responsibilities of internship providers. We also encourage you to read this entire handbook to familiarize yourself with the program.

Signing the cooperative agreement does not guarantee an intern will be placed within the positions you have available. Interns are matched with providers based on geographic location, career field interest, and student feedback. **Immediate family members are not permitted to serve as a student's mentor. In addition, students may not intern at a home-based business.**

The cooperative agreement must be completed fully and signed by an authorized representative. Please follow the instructions on page 4 of this handbook.

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

Student Internship Placement Form

You will have the opportunity to interview each student interested in joining your team. The student should provide you with a Student Data Placement Form which you will sign, verifying you are accepting the intern. The intern returns that form to their school site internship coordinator for final placement in the internship program.

Intern Quarterly Grade Evaluation

As the internship provider, you will evaluate the intern throughout the progression of the internship. That evaluation is the basis for the student's grade.

You will be required to submit a student evaluation every nine (9) weeks. The grade is based on the student's performance at the internship site and should be given after considering the following criteria:

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

Quarterly, the Office of Community Engagement will email you a Grade Request Report for the student's evaluation. Information about the Miami-Dade County Public Schools grading system will be included. **Please return the completed Grade Request Report to the school site internship coordinator indicated in the evaluation instructions by the listed deadline. At no time should the student have direct contact with the grade evaluation.**

Miami-Dade County Public Schools is required to inform parents/guardians any time a student's grade could fall to a "D" or "F". If the 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 that we may contact the student's internship coordinator.

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

Intern Activities Log Sheets

You will also be asked to sign off on your student intern's activities and scheduled hours on log sheets the student will provide you throughout the internship. The log sheets assist the school site coordinators in verifying the students are completing all their required hours and engaging in meaningful activities at the internship site. 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.

Intern Credits

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

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.

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. 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 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.

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 handbook.
- Sign the cooperative agreement on the following page. **Please note, the agreement may ONLY be signed by an authorized signor per the Florida Division of Corporations, as verified through Sunbiz.org.**
- Scan and email the signed cooperative agreement to Internships@dadeschools.net.
- You will receive a confirmation email once the agreement is executed.

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

2019-2020 ACADEMIC YEAR INTERNSHIP PROGRAM CALENDAR

August

19-23 First week of school/Student begins reporting to the internship site

September

2 Labor Day: Legal Holiday – NO SCHOOL
30 Teacher Planning Day – NO SCHOOL

October

9 Teacher Planning Day – NO SCHOOL
10 **Quarter 1 Grade Evaluation Due**
24 End of Grading Period
25 Teacher Planning Day – NO SCHOOL

November

4 Teacher Planning Day – NO SCHOOL
11 Veteran's Day: Legal Holiday – NO SCHOOL
27 Teacher Planning Day – NO SCHOOL
28– 29 Thanksgiving Recess – NO SCHOOL

December

23-31 Winter Recess – NO SCHOOL

January

1-3 Winter Recess – NO SCHOOL
9 **Quarter 2 Grade Evaluation Due**
16 End of Grading Period
20 Dr. Martin Luther King, Jr. Holiday: Legal Holiday – NO SCHOOL

February

17 President's Day: Legal Holiday – NO SCHOOL

March

13 **Quarter 3 Grade Evaluation Due**
20 Ending of Grading Period
23-27 Spring Recess – NO SCHOOL

April

10 Teacher Planning Day – NO SCHOOL

May

25 Memorial Day: Legal Holiday – NO SCHOOL
26-29 FINAL WEEK OF INTERNSHIP
29 **Quarter 4 Grade Evaluation Due**

CONTACT INFORMATION

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