

Shape Tomorrow

Miami-Dade County Public Schools

OFFICE OF COMMUNITY
ENGAGEMENT

Academic Year Internship
Student Handbook 2019-2020



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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Table of Contents

Introduction

Eligibility & Credits 1

Attendance 2

Performance Evaluation 3

Securing your Internship Provider 4

Possible Career Fields Of Interest 5

Parent/Guardian Cooperative Agreement 6

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, 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 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 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. To be eligible as an academic-year intern, you must meet the following qualifications:

- Minimum un-weighted scholastic grade point average of 2.50
- No more than 10 unexcused absences
- Approval from your school internship coordinator
- Completed parent/guardian cooperative agreement (on the last page of this handbook).
- Proof of student accident insurance, submitted to your internship coordinator
- Resumé
- Access to public or private transportation

Credits

To receive full credit for the internship, you must complete all required hours at your internship site, as well as all required assignments.

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

In some cases, an internship provider may choose to provide you with a monetary stipend for your participation. Any offer of monetary compensation for your internship hours must be approved by the Office of Community Engagement. Should the provider decide to hire you for hours worked in addition to earned credit hours, this would be deemed employment and is outside the scope of the internship program.

Attendance

You should work with your internship provider to establish a schedule. Try 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 you will be at the internship site. Your school internship coordinator must also approve the schedule.

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

Regular attendance and punctuality are critical. 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 both must determine an appropriate time to make up the missed hours. (For example, making up missed hours may be done 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. 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 outlines of proposed internship activities. You are also responsible for ensuring the internship provider knows where you are at all times 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 volunteer or community service hours, unless special arrangements are made to acquire those hours after the internship hours requirement is fulfilled.

Performance Evaluation

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

The 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

The business mentor returns the completed Grade Request Report form directly to your school internship coordinator. You are strongly encouraged to remind your business mentor to complete the grade evaluation by the deadlines. **All grade deadlines are due 3 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 business mentor 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, as well as the provider. You are encouraged to complete the online survey, which the Office of Community Engagement will send to you via email.

Securing Your Internship Provider

The Office of Community Engagement will make every effort to assist you in securing an internship with a business or organization, in one of the career fields that interest you. Please see page 5 for possible suggestions.

If you have your own proposed internship provider, please obtain:

- A formal letter of intent (on letterhead) from provider and submit to your school internship coordinator.
- Letter should include internship site address, internship mentor phone number and email address.

Please note, all internship providers will be required to execute a Cooperative Agreement directly with the Office of Community of Engagement, before being permitted to accept an intern.

Forms

Your school internship coordinator will provide you all necessary forms to submit to him/her which MAY include any/all of the following:

- **Required Student Procedures** – This outlines your responsibilities in the program.
- **Intern Emergency Contact Information Sheet** – (Form 6540) This sheet should be completed and submitted directly to internship provider. Parent/guardian's home, work, and cellular phone numbers must be provided.
- **Internship Log Sheet** – (Form 7533) 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 business mentor, and you must submit the log sheet to your school internship coordinator by the deadline he/she gives you.

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	Psychology	Trade and Logistics
Veterinary			

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

CONTACT INFORMATION

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