

MIAMI-DADE COUNTY  
PUBLIC SCHOOLS  
OFFICE OF COMMUNITY  
ENGAGEMENT

ACADEMIC YEAR  
INTERNSHIP PROGRAM

PROVIDER HANDBOOK  
2020-2021

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

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Office of Community Engagement

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## 2020-2021 Program Timeline

<b>August 2019 – February 2020</b>	Student/Provider Registration
<b>February 20, 2020 DEADLINE:</b>	Provider job postings to be entered for student consideration for 2020-2021 school year
<b>March 2020 – April 2020:</b>	Student Internship Applications/Interviews
<b>May 15, 2020 DEADLINE:</b>	Student Internship Placements Finalized
<b>August 2020:</b>	Students begin reporting to finalized internship site beginning the second week of Fall semester and continue until May 2021.

**\*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](https://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, students may not intern at a home-based business.

**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](mailto:Internships@dadeschools.net).

# Internship Provider's Responsibilities

## In-Person 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 [aymiami.getmyinterns.org](http://aymiami.getmyinterns.org). Once you have interviewed and decided 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](mailto: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 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.

### **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.

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.
- Please fill out and sign the Internship Cooperative Agreement on the following page -- Company Name, Authorized Signor, Date -- must MATCH on what is listed on sunbiz.org for the company.
- Please search entity name on the link if you have questions on the registered name of the company and to verify the authorized signors:  
<http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>
- **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](mailto:Internships@dadeschools.net).
- You will receive a confirmation email once the agreement is executed, with a copy of the executed agreement for your records

**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

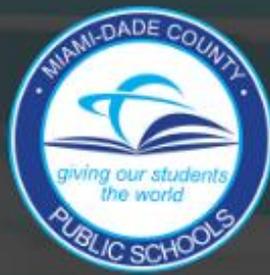
\_\_\_\_\_  
District Administrator Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2020-2021 ACADEMIC YEAR INTERNSHIP PROGRAM CALENDAR**

**COMING SOON!**



## 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](mailto:INTERNSHIPS@DADESCHOOLS.NET)



[WWW.ENGAGEMENTMIAMIDADE.NET/INTERNSHIPS](http://WWW.ENGAGEMENTMIAMIDADE.NET/INTERNSHIPS)



[@MDCPSCOMMUNITY](https://www.instagram.com/MDCPSCOMMUNITY)