



# MIAMI-DADE COUNTY PUBLIC SCHOOLS OFFICE OF COMMUNITY ENGAGEMENT

ACADEMIC YEAR  
INTERNSHIP PROGRAM

STUDENT HANDBOOK

2022-2023

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

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## **2022-2023 Program Timeline**

FEBRUARY 28- March 31, 2022: Student/Provider Registration and Approval

MARCH 31 DEADLINE for Approval Student Accounts

MARCH 31 DEADLINE: Provider job postings to be entered for student consideration for 2022-2023 school year

APRIL 5- May 15, 2022: Student begin applying to internships/Internship Interviews

MAY 15, 2022 DEADLINE: Student Internship Placements Finalized

JUNE 2: Coordinators ensure internship course code are requested through the school registrar to be on students' schedule for next school year (2022-2023)

JUNE 7: Last Day of School; end fourth grading period; second semester

AUGUST 17: First Day of School, students and providers connect for schedule

AUGUST 23: All students begin reporting to internships

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

2021-22

2022-23

• August 23, 2021 - March 31, 2022		• Apply for the next school year if eligible
• October 15, 2021	• 1st Quarter Grade Evaluation is Due	
• January 14, 2022	• 2nd Quarter Grade Evaluation is Due	
• February 28, 2022		• Submit all required documents to your internship coordinator
• March 2, 2022		• Registration opens for internships
• March 18, 2022	• 3rd Quarter Grade Evaluation is Due	
• March 31, 2022		• Deadline to be approved for the next school year
• April 1 - 30, 2022		• Find an internship placement
• May 2022		• Confirm & verify placement online • Confirm that your internship is listed on your schedule
• May 28, 2022	• 4th Quarter Grade Evaluation is Due	

## 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
- Resume
- Public or private transportation (if you are physically reporting to the internship for 2022-2023 school year, you must fill out and submit page 11 agreement to your school-site coordinator)

**Due to COVID-19 pandemic, the School Board is unaware if this Internship Provider Company has taken all mandatory precautions in response to it. 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.**

# Internship Course

## Pre-Internship

1. Review eligibility criteria for the program.
2. Meet with your school's internship coordinator for requirements.
3. Apply at <https://aymiami.getmyinterns.org/Account/Register> before end of March 2022 or the 2022-2023 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 April 2022.
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 <https://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 <https://aymiami.getmyinterns.org> and/or providers.

## Interviews

Once an interview has been scheduled, you must have 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 <https://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 Timesheet** -This online form is for you to record internship attendance hours and program activities each time you attend the internship. The timesheet must be approved by your internship provider, and you must submit it to your school internship coordinator by the deadline they give you. Instructions on how to do this can be found in the GetMyInterns.Org Student Manual.
- **Student/Parent or Guardian Agreement** -This outlines your responsibilities in the program which both you and your parent/guardian agree to the terms.
- **In-Person Internship - Student/Parent or Guardian Agreement** - This outlines your responsibilities in reporting to an in-person internship for 2022-2023 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

**The School Board of Miami-Dade County, Florida**  
**Parent/Guardian and Student Internship Cooperative Agreement**  
**Academic Year Internship Program**

Internship programs are planned to develop students academically, economically and socially. There are responsibilities of the student and parent/guardian that must be considered.

**The Student agrees to comply with all requirements found in the Student Internship Handbook:**

1. Adhere to rules, regulations, and safety protocols of the business and act in an ethical matter;
2. Provide his/her own transportation to place of internship, if applicable;
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, including adherence to the rules, regulations and safety protocols of the business;
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. 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 .
5. The internship provider may not be subject to the same background screening requirements as M-DCPS employees, and M-DCPS makes no representation and takes no responsibility for enforcement, verification or vetting of the same.
6. This Agreement shall be governed by, and construed in accordance with the laws of the State of Florida, venue in Miami-Dade County.

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 one year from date of execution . The School Board reserves the right to terminate this Agreement without cause by giving the Student and/or Parent/Guardian thirty (30) days' written notice.

\_\_\_\_\_  
Student Name Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The School Board of Miami-Dade County, Florida**  
**Parent/Guardian and Student Release Form and Liability Waiver**  
**Academic Year Internship Program (In-Person Internship)**

It is agreed and understood by \_\_\_\_\_ ("parent/guardian"), the parent/guardian of Miami-Dade County Public School's ("School Board") student \_\_\_\_\_ ("the Student"), that the Student will be participating in an *in person* internship from \_\_\_\_\_ to \_\_\_\_\_ (dates of internship) with \_\_\_\_\_ ("Internship Provider Company").

1. The School Board has been made aware that the Internship Provider Company and the Student have agreed to continue the above referenced internship on an in-person basis.
2. It is understood that Internship Provider Company is controlled, organized, contracted, staffed and insured independent of the School Board. The Internship Provider Company is an individual legal entity, separate and apart from the School Board of Miami-Dade County, Florida. The Internship Provider Company is not a part of, or under the care, custody or control of The School Board of Miami-Dade County, Florida.
3. As such, the School Board is unaware if this Internship Provider Company 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 and Parent/Guardian to assure that safe practices are followed at all times during this internship.
4. It is further understood that the School Board will not be held responsible for the supervision of safety or sanitation practices or procedures at the Internship Provider Company, nor can the School Board be held responsible for the contraction or spread of any disease during the Student's internship. By participating in this internship on an in-person basis, the Student and/or Parent/Guardian assume the risk that the Student may unavoidably be exposed to a communicable disease such as COVID-19.
5. **I do hereby knowingly and voluntarily forever release the School Board from any and all claims for damages or personal or other injuries which may be suffered or experienced during this internship as a result of the COVID-19 pandemic or any other communicable disease.**
6. I do also agree to indemnify and defend the School Board against any claims brought by or on behalf of any person, known or unknown, for damages or personal injury or other injuries suffered during this internship or for any other claims related in any way to the internship and COVID-19 or any other communicable disease.
7. I do further agree to indemnify and defend the School Board against any and all claims for property damage or personal injuries alleged to have been caused by the participation in this internship. For purposes of this Release Form and Liability Waiver, the School Board includes all employees, agents, and trustees, and other representatives (past, present, or future).
8. I agree and understand that participation in the internship, as described above under the conditions set forth in this Release Form and Liability Waiver, are sufficient and adequate consideration for the release, hold harmless, and indemnification contained in this agreement.

Student Print Name:

Student Signature :

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE OF PARENT OR GUARDIAN IF UNDER 18 YEARS OF AGE**

Guardian Print Name

Guardian Signature

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Miami-Dade County Public Schools Academic Year Internship Program

## Required Student Procedures

1. Internship commitment is for the entire school year (August 2022 to May 2023).
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** \_\_\_\_\_

# 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



MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2022-2023 SCHOOL CALENDAR  
ELEMENTARY AND SECONDARY

July 2022				
M	T	W	T	F
				1
<del>4</del>	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2022				
M	T	W	T	F
1	2	3	4	5
8	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2022				
M	T	W	T	F
			1	2
<del>5</del>	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26 <sup>a</sup>	27	28	29	30

October 2022				
M	T	W	T	F
3	4	5 <sup>a</sup>	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	<del>11</del>
14	15	16	17	18
<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>
28	29	30		

December 2022				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23 <sup>a</sup>
<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>

January 2023				
M	T	W	T	F
<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>
9	10	11	12	13
<del>16</del>	17	18	19	20
23 <sup>c</sup>	24	25	26	27
30	31			

February 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
<del>20</del>	21	22	23	24
27	28			

March 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>
27	28	29	30	31

April 2023				
M	T	W	T	F
3	4	5	6	7 <sup>a</sup>
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2023				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
<del>29</del>	30	31		

June 2023				
M	T	W	T	F
			1	2
5	6	7	8	9 <sup>o</sup>
<sup>o</sup> 12	13	14	15	16
<del>19</del>	20	21	22	23
26	27	28	29	30

	New Teachers Report
	Teacher Planning Day
	District-wide Professional Development Day
	Legal Holiday
	Legal Holiday (12 month)
	Recess Day (10 month)

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

Days in Grading Period	
1- 45	
2- 46	
3- 47	
4- 42	

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

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
ACADEMIC YEAR INTERNSHIP  
PROGRAM  
2022-2023 SCHOOL CALENDAR**

August 17	First Day of School; begin first semester
September 5	Labor Day; holiday for students and employees
September 26 *	Teacher planning day; no students in school
October 5*	Teacher planning day; no students in school
<b>October 17</b>	<b>First Quarter Grades Are Due</b>
October 21	End first grading period; first semester
October 24	Begin second grading period; first semester
November 8	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
November 11	Observance of Veterans' Day; holiday for students and employees
November 21-25	Fall Recess
December 23*	Teacher planning day; no students in school
December 26- January 6, 2023,	Winter recess for students and employees
<b>January 17, 2023</b>	<b>Second Quarter Grades Are Due</b>
January 16	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 20	End first semester and second grading period
January 23*	Teacher planning day; no students in school
January 24	Begin third grading period; second semester
February 20	All Presidents Day; holiday for students and employees
<b>February 28</b>	<b>2023-2024 Student/Provider Registration Opens</b>
March 20 – 24	Spring recess for students and employees
<b>March 28</b>	<b>Third Quarter Grades Are Due</b>
<b>March 31</b>	<b>Deadline for Approval Student Accounts</b>
<b>April 1- 28</b>	<b>Students Conduct Internship Interviews</b>
April 6	End third grading period; second semester
April 7*	Teacher planning day; no students in school
April 10	Begin fourth grading period; second semester
<b>May 15</b>	<b>Deadline to confirm and verify internship placement</b>
May 29	Observance of Memorial Day; holiday for students and employees
<b>May 29-June 3</b>	<b>Fourth Quarter Grades Are Due/ Last Week of Internships</b>
June 2	Coordinators ensure internship course code are requested through the school registrar to be on students' schedule for next school year (2023-2024)
June 7	Last Day of School; end fourth grading period; second semester
June 8	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/>



# TIMESHEETS

## Timesheets...

**Note:** A student must first complete a TIMESHEET for provider's approval. Then, internship coordinator will have access to review WEEKLY, and enter grade ON GRADEBOOK for attendance.

You can use this report to view any timesheet from any student you have access to and that meets the selected filtered criteria. For example, if you want to view all timesheets that need approval by Internship Supervisor, simply select **Pending Workplace Supervisor Approval** on the **Timesheet Status** filter

Filter

Student Name

Timesheet Date From

Timesheet Date To

Season

Timesheet Status

Search

Showing 1 to 2 of 2 entries

Print Detail Report

Export

Week	First Name	Last Name	Student ID Number	Internship Provider	Timesheet Status	Payment Source	Timesheet Total
06/07/2021 - 06/13/2021	Facundo	Lugli	9876543	Devoto	Pending Student Supervisor Approval	CommunityHours	4:40
06/07/2021 - 06/13/2021	Jonas	Student26		Elysoft	Pending Student Supervisor Approval	Employer	4:00

Showing 1 to 2 of 2 entries

Previous

1

Next

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Back to top

Timesheets...

**Note:** A student must first complete a TIMESHEET for provider's approval. Then, internship coordinator will have access to review WEEKLY, and enter grade ON GRADEBOOK for attendance.

You can view the details of the timesheet by clicking on the date of the timesheet

Show 10 entries

Print Detail Report

Export

Week	First Name	Last Name	Student ID Number	Internship Provider	Timesheet Status	Payment Source	Timesheet Total
06/07/2021 - 06/13/2021	Facundo	Lugli	9876543	Devoto	Pending Student Supervisor Approval	CommunityHours	4:40
06/07/2021 - 06/13/2021	John	Student26		Elysoft	Pending Student Supervisor Approval	Employer	4:00

Showing 1 to 2 of 2 entries

Previous

1

Next

Click here to view details

While viewing the details of the timesheet, if the status allows, you can approve it or reject it. Furthermore, you will be able to review the history of past notes to see if there was anything the student had to correct.

Timesheet Detail

Timesheet Detail

Notes

History

First Name

Facundo

Last Name

Lugli

Student ID Number

9876543

Start Date

06/07/2021

Internship Provider

Devoto

Job

Test

Total

4:40

Date	Start Time	Break Start	Break End	End Time	Total
<input checked="" type="checkbox"/> 06/07/2021 Monday	07:00	09:00	09:20	12:00	04:40
<input type="checkbox"/> 06/08/2021 Tuesday					
<input type="checkbox"/> 06/09/2021 Wednesday					
<input type="checkbox"/> 06/10/2021 Thursday					
<input type="checkbox"/> 06/11/2021 Friday					
<input type="checkbox"/> 06/12/2021 Saturday					
<input type="checkbox"/> 06/13/2021 Sunday					

Note:

Approve

Reject

Status: Pending Student Supervisor Approval

Close

# BEST PRACTICES FOR ONLINE INTERVIEWS



## SIGN UP FOR A WEB CONFERENCE

These services are currently being offered for free:

Zoom

Cisco Webex Meetings

UberConference

GlobalMeet Collaboration



## FIND A QUIET ROOM OR SPACE

You want to avoid interruptions and distractions during your interview.



## DO A TEST RUN BEFORE THE INTERVIEW

A test run ensures you have time to work out the kinks and avoid issues at the time of the interview.

## PREPARE QUESTIONS

You should have a script of questions to ask before you begin interviewing.



## DRESS PROFESSIONALLY

You might not be meeting in person, but first impressions are still key.

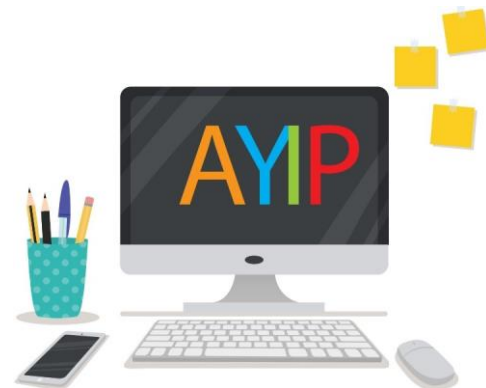


## MAINTAIN EYE CONTACT

The best way to maintain eye contact during an online interview is to look directly at the camera and not the screen.

# Academic Year Internship Program

## EFFECTIVE TIPS FOR WORKING REMOTELY



You will need to adhere to your employer's policies while conducting work from a remote location.

### 1. KNOW YOUR TOOLS

Avoid frustration & maintain productivity by testing technology & accessing files remotely before you need it.

### 2. SET YOUR SPACE

Find a comfortable, quiet spot where you can focus & maintain an ergonomically-sound work environment.

### 3. STRUCTURE YOUR DAY

As appropriate, keep your same work hours on a daily basis. It's important to maintain boundaries around hours. Plan for meal breaks just like you would in the office.

### 4. COMMUNICATE!

You won't "see" everyone in the hallways but it's very important to stay connected with your Supervisor/Mentor. Use all of your tools to stay connected - Skype, MS Teams, phone calls & emails are just a few.

### 5. BE PROACTIVE WITH YOUR MANAGER

Keep your supervisor up to speed on your accomplishments, struggles & areas in which you need assistance. Plan to provide regular & frequent status reports as appropriate.

### 6. AVOID DISTRACTIONS

Plan your work space & schedule to minimize distractions. Limit interactions with family members, friends, & pets to break periods after your work day ends.

### 7. KEEP HEALTHY

Make sure you periodically stretch, walk around, & frequently look away from your screen. Use your calendar if you need a reminder!

### 8. ADHERE TO POLICIES

While you are working remotely, you are still "at work" so be sure to follow your employer's policies including downloading apps & visiting websites on work computers and during work time.