



MIAMI-DADE COUNTY PUBLIC SCHOOLS



Academic Year Internship Program
Invest in the future today

**INTERNSHIP
COORDINATOR TOOLKIT
2024-2025**

Coordinator



FAMILY & COMMUNITY ENGAGEMENT
MIAMI-DADE COUNTY PUBLIC SCHOOLS

The School Board of Miami-Dade County, Florida



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Introduction

Since 1958, high school juniors and seniors in Miami-Dade County Public Schools have interned with professionals to offer their skill sets, positive attitude, and eagerness to learn. In turn, internship providers share their time and talents to provide student interns meaningful, career-related experiences.

The Academic Year Internship Program (AYIP) is designed to give students real world 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.

The Office of Family and Community Engagement (FACE) would like to thank you for all the work you do for your students in allowing them to have the opportunity to acquire new skill sets and knowledge before entering post-secondary education and ultimately the workforce.

This toolkit is meant to assist you through the program, including the new timeline, and protocols. Enclosed you will find sample forms that you may consider using as you oversee your school's internship program.

Roles & Responsibilities

Role of the FACE Office

The responsibility of the Office of Family and Community Engagement (FACE), as it relates to this program, is to recruit providers across our community to host M-DCPS interns for the academic year. We also execute cooperative agreements with each provider; including those students who match themselves. Per board policies, the following internships are prohibited:

- Home-based businesses
- Overnight work hours
- Business related to alcohol, tobacco, weapons, massage, or tattoos
- Reporting directly to an immediate family member

FACE serves as the liaison between internship providers and school sites. This includes when issues arise, such as non-attendance, internship transfer, and/or failure of provider to adhere to program guidelines.

Three weeks before the end of each grading period, FACE sends providers quarterly grade evaluations with instructions to email them directly to the school's coordinator.

Role of the School Internship Coordinator

The internship coordinator is selected by a school administrator to oversee the school's internship program and serve as the Teacher of Record. The assigned internship coordinator recruits interns who meet the eligibility criteria for the program, in accordance with the program's requirements listed on page 9 of this toolkit.

Your role as an Internship Coordinator includes:

- Facilitating the preparation of students with work skills throughout the year
- Disseminating information concerning internship rules, procedures and policies
- Managing enrollment and grades
- Reviewing the Student Internship Handbook with the interns

- Reviewing and approving student accounts for each student intern in <https://aymiami.getmyinterns.org/Account/Login>
- Collecting, verifying and retaining all required documents including student/parent agreements. Proof of insurance will need to be collected at the beginning of the school year before students report. If documents are not received by the coordinator, students will not be eligible to participate in the program.
- Meeting with students before approving hires in <https://aymiami.getmyinterns.org>
- Notifying students of their status before the close of school year.
- Deactivating non-participating students from aymiami.getmyinterns.org.
- Ensuring the internship course is placed in each student's schedule for the upcoming school year with the required course codes. (Please see required course codes information on page 7).

Oversight of Student Interns

You should collect and review student log sheets quarterly. You may choose to review log sheets more frequently. Internship providers return grade evaluations directly to you. It is your responsibility as the Internship Coordinator (Teacher of Record) to enter each student's grade based on the evaluation.

Once interns are placed in an internship, there should not be any changes of provider unless under exceptional circumstances. You should also communicate to the Office of Family and Community Engagement any issues, concerns, and/or special circumstances that arise.

Ensure students complete all necessary surveys administered by the Office of Family and Community Engagement.

Honors Academic Year Internship Course Codes

	Credit Hour(s)	Course Code(s)
11th Grade	1 credit (5 hours per week)	0500300AY (Executive Internship 1)
	2 credits (10 hours per week)	0500310AY (Executive Internship 2)
12th Grade	1 credit (5 hours per week)	0500320AY (Executive Internship 3)
	2 credits (10 hours per week)	0500330AY (Executive Internship 4)

**Please note student is not enrolled until the applicable course code is on their schedule.*



Coordinator Checklist:

- Notify students that registration opens Friday, March 22, 2024.**
- Verify eligibility criteria for students that apply (GPA, attendance, grade level, etc.).
- Check daily and approve eligible students in AY Miami.
- Have all eligible students approved by May 10, 2024.
- Verify course codes on schedules by May 31, 2024.
- Enjoy your summer!

Reminders:

- Check and approve hours/timesheets weekly.
- Input student grades every quarter.

Program Outline

Student Eligibility

Students must meet all the eligibility criteria below to be enrolled to the Academic Year Internship Program.

- Registered on <https://aymiami.getmyinterns.org/Account/Register>
- Updated resume
- Enrolled as a full-time Junior or Senior
- Unweighted GPA of 2.5 or better at time of application
- Excellent school attendance
- Parent/Guardian Internship Cooperative agreement in Appendix of this toolkit for participation
- Liability Waiver for Hybrid or in-person internships
- Student accident insurance

Student Honors Credits

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

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

A monetary stipend may be provided to the student by the provider, but the Office of Family and 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.

Student Attendance

Before the student begins the internship, the student and provider must work together to establish a convenient time schedule for both parties. **The coordinator must also approve the established schedule.** All are asked to be flexible. As situations change, schedules may need to be adjusted. The proposed schedule must indicate the days of the week and the hours that the student will be at the internship site. Students generally complete their hours during the regular school week during daylight hours.

Students must work the entire length of the internship **(36 weeks for 180 or 360 hours based on credit hours.)** Students are not required to report on their scheduled internship day if it falls on a teacher planning day or holiday nor are they required to make up those hours. Please refer to the Miami-Dade County Public Schools' master calendar in the Appendix. In the event of an extended illness or excused absence, the student and the internship provider may make alternative arrangements. Students must notify the coordinator of any changes in their schedules.

Miami-Dade County Public School has a Code of Student Conduct (COSC) aligned with local, state, and federal mandates with an emphasis on promoting a safe learning environment to ensure academic success. The Code of Student Conduct sets the standards of conduct expected of students in a purposeful safe learning environment in which the principles of care, courtesy, civility, fairness, acceptance of diversity, and respect for the rights of others is valued.

Please refer to Board Policy 3210, [Standards of Ethical Conduct](#)

Additionally, all employees are representatives of the District and shall conduct themselves, both in their employment and in the community, in a manner that will reflect credit upon themselves and the school system.

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 ←

Show 10 entries

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

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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

Showing 1 to 2 of 2 entries

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

Previous 1 Next

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 Student ID Number: 9876543
Last Name: Lugli
Start Date: 06/07/2021 Internship Provider: Devoto Job: Test Total: 4:40

Date	Start Time	Break Start	Break End	End Time	Total
06/07/2021 Monday	07:00	09:00	09:20	12:00	04:40
06/08/2021 Tuesday					
06/09/2021 Wednesday					
06/10/2021 Thursday					
06/11/2021 Friday					
06/12/2021 Saturday					
06/13/2021 Sunday					

Note:

Approve Reject

Status: Pending Student Supervisor Approval Close

Miami-Dade County Public Schools Academic Year Internship Program

Required Student Procedures

1. Internship commitment is for the entire school year (August 2024 to May 2025).
2. Transportation difficulties or lack of interest cannot be an excuse to exit the program.
3. Please confirm transportation prior to committing to the internship.
4. Any changes in internship provider or student contact information must be approved by your internship coordinator and communicated to the coordinator of Office of Family and Community Engagement immediately. Changes are only accepted of exceptional circumstances.
5. Your coordinator may ask to maintain a log sheet signed by the internship provider.
6. Student must submit a copy to the coordinator.
7. Student cannot participate in an internship if reporting to an immediate family member, or in report to a residential business.
8. Internship hours must be completed during the day.
9. Internship provider must submit a grade sheet directly to the internship coordinator before the end of the grading period.
10. Encourage your provider to submit your evaluation on time.

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.

Print Student Name _____ ID# _____

Student's Signature _____ Date _____



Intern Emergency Contact Information

Student Information:

Student Name: _____

School: _____

Student Phone: _____

Parent/Guardian Name: _____

Parent/Guardian Phone: _____

Parent/Guardian Email: _____

Alternative Contact: _____

Alternative Contact Phone: _____

Student Internship Schedule:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____



FAQ

Q: How many years can a student participate in the internship program?

A: Two years maximum – 11th and 12th grade

Q: What grade level qualifies to participate in the program?

A: Only juniors and seniors in a traditional public high school

Q: Can a student intern with a provider not listed on the website aymiami.getmyinterns.org?

A: Yes, the provider must register here:

<https://aymiami.getmyinterns.org/Account/RegisterCompany>

Q: An out-of-state business would like to host a virtual intern. Does the company qualify to participate in the internship program?

A: The business must be registered with the Florida Department of State on sunbiz.org.

Q: Can student(s) participate if they have a low-grade point average and 10 or more unexcused absences?

A: No, student(s) must have a minimum 2.5 unweighted GPA and no more than 10 or more unexcused absences at the time eligibility is checked.

Q: Who enters the student(s) grades?

A: The school-site internship coordinator or should be the Teacher of Record and enters grades for each student. The Office of Family and Community Engagement will send the grade evaluations directly to providers with instructions three weeks prior to the end of the grading period.

Q: For how many honors credits are the student(s) taking an internship?

A: To receive full honors credit for the internship, student(s) must complete all required hours.

-1 honors credit = 5 hours a week, 45 hours per quarter

-2 honors credits = 10 hours a week, 90 hours per quarter

Q: What are the course codes for student(s) in the internship program?

A: Please refer to page 4 for course code information.



FAMILY & COMMUNITY ENGAGEMENT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

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Academic Year Internship Program
Invest in the future today

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@MDCPSCOMMUNITY

WWW.ENGAGEMENTMIAMIDADE.NET/INTERNSHIPS

CONTACT INFORMATION



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
MEDIA RELEASE PARENTAL CONSENT FORM**

(Date)

Dear Parent:

Please be advised that during the year your child may be photographed, videotaped, or interviewed at various school sponsored events. With your consent, the photograph, video or interview may be reproduced and released for use in the media, i.e., newspapers, brochures, videos, television, the internet, and Miami-Dade County Public Schools websites and social media platforms such as Facebook, Twitter, etc.

Please indicate your preference below.

(Student's Name)

(Student's ID)

Yes.

My child's photograph/video/interview **may** be reproduced and released for use in the media.

No.

My child's photograph/video/interview **may not** be reproduced and released for use in the media.

(Signature)

(Date)

Return this signed form to:

CONTACT PERSON: _____

SCHOOL NAME: _____

SCHOOL TELEPHONE: _____



MIAMI-DADE COUNTY PUBLIC SCHOOLS

2024-2025 SCHOOL CALENDAR

ELEMENTARY AND SECONDARY



JULY 2024				
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
29	30	31		

AUGUST 2024				
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

SEPTEMBER 2024				
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				

OCTOBER 2024				
M	T	W	T	F
	1	2	3 ^a	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2024				
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

DECEMBER 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20 ^a
23	24	25	26	27
30	31			

JANUARY 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17 ^a
20	21	22	23	24
27	28	29	30	31

FEBRUARY 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31 ^a				

APRIL 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18 ^a
21	22	23	24	25
28	29	30		

MAY 2025				
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

JUNE 2025				
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				

- New Teachers Report
- Teacher Planning Day
- District-wide Professional Learning Day
- Teacher Planning Day available to opt
- Recess Day (10 month)

- Recess Day
- Beg/End of Grading Period
- Legal Holiday
- Legal Holiday (12 month)
- Available to opt

DAYS IN GRADING PERIOD	
1 - 45	
2 - 46	
3 - 43	
4 - 46	

180 Days Total

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

MIAMI-DADE COUNTY PUBLIC SCHOOLS

2024-2025 SCHOOL CALENDAR

ELEMENTARY AND SECONDARY

August 12, 2024	Teacher planning day; not available to opt; no students in school
August 13	Teacher planning day; District-wide Professional Learning Day - not available to opt; no students in school
August 14	Teacher planning day; not available to opt; no students in school
August 15	First Day of School; begin first semester
September 2	Labor Day; holiday for students and employees
October 3 *+##	Teacher planning day; no students in school, available to opt
October 18	End first grading period; first semester
October 21	Begin second grading period; first semester
November 5	Teacher planning day; District-wide Professional Learning Day - not available to opt; no students in school
November 11	Veterans' Day; holiday for students and employees
November 25-27	Recess Days
November 28	Thanksgiving; Board-approved holiday for students and employees
November 29	Recess Day
December 20*+##	Teacher planning day; no students in school, available to opt
December 23 – January 3, 2025	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 16	End second grading period; first semester
January 17*+##	Teacher planning day; no students in school, available to opt
January 20	Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 21	Begin third grading period; second semester
February 17	All Presidents Day; holiday for students and employees
March 21	End third grading period; second semester
March 24-28	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
March 31*+##	Teacher planning day; no students in school, available to opt
April 1	Begin fourth grading period; second semester
April 18*+##	Teacher planning day; no students in school; available to opt
May 26	Memorial Day; holiday for students and employees
June 5	Last Day of School; end fourth grading period; second semester
June 6	Teacher planning day; not available to opt; no students in school

NOTE: Every Wednesday students in elementary schools (Grades 2-5) and K-8 Centers (Grades 2-8) are released one (1) hour early

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 5, 2024	June 6, 2025
Assistant Principals and 10-month clerical	August 5, 2024	June 13, 2025
Cafeteria Managers	August 7, 2024	June 6, 2025
Satellite Assistants	August 9, 2024	June 5, 2025
All Instructional Staff, Paraprofessionals & Security	August 12, 2024	June 6, 2025
Assistant to Cafeteria Managers/MAT Specialists	August 13, 2024	June 5, 2025
Cafeteria Workers (part-time)	August 15, 2024	June 5, 2025

***Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 8, 9, 2024, or June 9, 10, 2025, in lieu of any one or two of the following days: October 3, 2024, December 20, 2024, January 17, 2025, March 31, 2025, and April 18, 2025. August 13, 2024, and November 5, 2024, are District-wide Professional Learning Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days June 9, 10, 2025, in lieu of any one or two of the following days: October 3, 2024, December 20, 2024, January 17, 2025, March 31, 2025, and April 18, 2025. August 13, 2024, and November 5, 2024, are District-wide Professional Learning Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 1, 2, 2024 or June 16, 17, 2025, in lieu of any one or two of the following days: October 3, 2024, December 20, 2024, January 17, 2025, March 31, 2025, and April 18, 2025. August 13, 2024, and November 5, 2024, are District-wide Professional Learning Days and are not available to opt.