



MIAMI-DADE COUNTY PUBLIC SCHOOLS



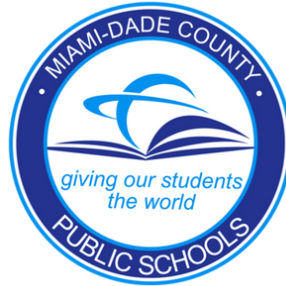
Academic Year Internship Program
Invest in the future today

**INTERNSHIP
PROVIDER TOOLKIT
2024-2025**



Provider

The School Board of Miami-Dade County, Florida



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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 (M-DCPS) 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 valuable, lifelong skills including:

- Developing and measuring achievable short-term and long-term goals
- Positive values such as working with a team and making a difference
- 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. If you choose to compensate your student interns, please indicate so when you register at 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 an online profile on Add a little bit of body textterCompany. 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.

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 Family and Community Engagement at 305-995-2987 with any questions or concerns. You may also email us at Internships@dadeschools.net.

Internship Provider's Responsibilities

Interviews and Hiring

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.

Scheduling

You will have the opportunity to interview each student interested in joining your team by clicking "consider" when you log in to the <https://aymiami.getmyinterns.org>. Once you have scheduled an interview and decide 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.

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** 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 Family and 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 Family and Community Engagement immediately.

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. The log sheets may be returned directly to the student.

Professional Relationships

As an internship provider, it is your responsibility to remain professional with your interns at all times. No relationships of any kind should take place. This should always be a safe space for our students to grow and learn.

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 Family and Community Engagement for all non-emergency matters.

Internship Course Credits

To receive full honors credit for the Academic Year Internship Program (AYIP), 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 Family and 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, you and the student will 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 your approval. The student must notify you prior to any absence or late arrival to their internship site. Failure to do so will affect the student's grade.

(This does not apply to virtual internships. Only in-person internships) 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.

Cooperative Agreement Instructions

- Please fill out and sign the Internship Cooperative Agreement on page 9 -- Company Name and Authorized Signor must MATCH what is listed on sunbiz.org for the company.
- Please note, the agreement may **ONLY** be accepted by an authorized signor listed per the Florida Division of Corporations, as verified through Sunbiz.org.
- The address listed on Sunbiz.org must pertain to a commercial property. If not, please fill out the agreement on page 10 which states students will not report to the residential address.
- Scan and email the signed cooperative agreement to internships@dadeschools.net. You will receive a confirmation email once the agreement is executed. This process is completed within 3 business days. You will also receive a copy of the executed agreement for your records.



THE 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

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
Internship Cooperative Agreement
Residential or Virtual Business

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. Although the principal address for this Provider, as filed with the Florida Division of Corporations, is a residential address, the Internship Provider agrees the intern shall never report to the residential address and shall only perform services in authorized locations.
12. Please check one of the following: Please check one of the following:

- I intend to pay student a monetary stipend
 I do **NOT** intend to pay student a monetary stipend

- My business is registered with a residential address, but students will report to a commercial address (Show proof)
 Students will only report virtual to my opportunity

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

M-DCPS District Administrator Print Name

Signature

Date



Academic Year Internship Program
Invest in the future today

Provider Checklist:

- Register on our website!
 - *If you are a current provider, log into your portal and apply to the current season
 - *If you are a new provider, complete the cooperative agreement in the handbook and allow 3-5 business days for approval from our office
- Set up interviews with students
- Offer internships to students you'd like to hire

Reminders:

- Check and approve timesheets weekly in the platform
- Contact the Office of Family & Community Engagement if you have any concerns regarding the program and/or your interns
- Take photos with your interns and share them with our office
- Submit grade evaluation forms every quarter
- Complete the end of year internship provider survey



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.



FAMILY & COMMUNITY ENGAGEMENT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

1450 N.E. Second Avenue, Room 202
Miami, Florida 33132



Academic Year Internship Program
Invest in the future today

Academic Year Internship
Program Manager

Alyssa Ulloa

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FIND OUT MORE:

@MDCPSCOMMUNITY

WWW.ENGAGEMENTMIAMIDADE.NET/INTERNSHIPS

CONTACT INFORMATION