

<p>MIAMIBEACH</p> <p>CITYWIDE PROCEDURE</p>	<p>DATE ISSUED: DECEMBER 2017</p>	<p>Page: 1 Of: 5</p>	<p>SEQUENCE NUMBER: OD.09.02</p>
	<p>SUBJECT: INTERNSHIPS</p>		
	<p>RESPONSIBLE DEPARTMENT: ORGANIZATIONAL DEVELOPMENT AND PERFORMANCE INITIATIVES</p>		

PURPOSE:

The City of Miami Beach will offer supervised experiential learning, “internship”, for students enrolled at various universities and Miami Beach Senior High School. An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. The internship experience aspect of the program may involve observation and participation in planning, conducting, and evaluating face-to-face, supervisory, and executive levels of professional responsibility.

The overall objectives of the internship are to permit each student to grow personally and professionally to the extent of his/her capabilities (Attachment A), including:

- To give each student the opportunity for practical experience in the City of Miami Beach and administration of various program areas and to increase his/her knowledge and skills at the face-to-face, supervisory, and executive levels of leadership.
- To enable each student to understand and appreciate the professional duties and responsibilities of personnel in the field.
- To help each student determine his/her professional strengths and weaknesses.
- To assist the university and high school in (a) evaluating student performance and improving curriculum, (b) providing opportunities to the faculty to confront practical problems and interact with field professionals.
- To permit the City of Miami Beach and interns to exchange new and updated concepts.

PROCEDURES FOR INTERNSHIP REQUEST AND PLACEMENT:

Paid Intern (University – For Credit)

Six internship positions will be offered per semester corresponding to established workgroups with Florida International University (FIU) – Arts, Culture and History; Florida Coastal Resilience and Adaptation; Transportation, and Youth & Education Development . Students will be assigned to a position based on the student’s academic merit, recommendation, experience, and interests. Work schedules will be based on the student’s academic schedule. The standards established by the National Association of Colleges and Employers (NACE) must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom.
2. The skills or knowledge learned must be transferrable to other employment settings.

<p>MIAMI BEACH</p> <p>CITYWIDE PROCEDURE</p>	<p>DATE ISSUED: DECEMBER 2017</p> <p>DATE UPDATED:</p>	<p>Page: 2 Of: 5</p>	<p>SEQUENCE NUMBER: OD.09.02</p>
	<p>SUBJECT: INTERNSHIPS</p>		
	<p>RESPONSIBLE DEPARTMENT: ORGANIZATIONAL DEVELOPMENT AND PERFORMANCE INITIATIVES</p>		

3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of expertise.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by CMB that support learning objectives/goals.

Selection:

1. Participants in the internship Program must be enrolled as a junior or senior or graduate student at FIU and have a grade point average of 3.0 or above.
2. Students are required to submit application, transcript, and statement of interest through the FIU Central Career Services using the Handshake Interface.
3. Students will be scheduled to be interviewed by Organizational Development and corresponding department according to student's interest and academics, and the department will select interns for each semester.
4. Organizational Development and Human Resources will then handle all intern onboarding procedures, and Human Resources will provide the department with the information below (if applicable) to be activated on an agreed upon start date and end date.
 - Identification (ID)
 - Parking access
 - Information Technology (IT) access
 - e-Learning Required trainings
5. Students must register for the zero-credit internship course through FIU which allows for a record of the internship on the FIU transcript, unless the hired student has arranged for alternate internship credit through their department.
6. Students will report to the department that selected them, and Organizational Development will oversee their work and payroll responsibilities. Students must email their departmental supervisor, the Organizational Development supervisor and its payroll coordinator at the end of each day worked reporting their hours in the office.

Unpaid Intern – (University Credit)

The City will:

- Complete a Joint Contract Agreement Form and Affiliation Agreement (if applicable).
- Communicate the aims and outcomes of the internship program to the City's designated supervisors.

MIAMIBEACH CITYWIDE PROCEDURE	DATE ISSUED: DECEMBER 2017 DATE UPDATED:	Page: 3 Of: 5	SEQUENCE NUMBER: OD.09.02
	SUBJECT: INTERNSHIPS		
	RESPONSIBLE DEPARTMENT: ORGANIZATIONAL DEVELOPMENT AND PERFORMANCE INITIATIVES		

- Communicate the internship program to the city staff and help the student gain acceptance as a member of the staff.
- Interview and select students in consultation with the university.
- Orient, introduce and identify the students as a staff member and thus place in a position in which s/he may expect courtesy, consideration, and respect from colleagues and the clientele of the City.
- Assign a qualified supervisor for each student, in consultation with the university.
- Assist each student in developing a sound plan of study and experiences to meet his/her individual needs while simultaneously contributing to the City.
- Evaluate and assist in grading the student (if applicable).
- Participate in periodic evaluation conferences with the university personnel to improve the internship program.

Selection:

1. Must apply for advertised opportunities through Human Resources.
2. Human Resources will contact the department to determine interest. If selected, Human Resources will complete background checks and drug screenings.
3. Human Resources will provide the department with the information below (if applicable) to be activated on an agreed upon start date and end date.
 - ID
 - Parking access
 - IT access
4. Upon completion of unpaid internship, department will notify Human Resources, Parking, IT, and Organizational Development to disconnect all access. ID will be returned to Human Resources.

Unpaid Intern – (University - No Credit)

The City may provide unpaid internship opportunities to students currently enrolled at a college if the following criteria is met:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff.
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not entitled to a job at the conclusion of the internship; and

MIAMIBEACH CITYWIDE PROCEDURE	DATE ISSUED: DECEMBER 2017 DATE UPDATED:	Page: 4 Of: 5	SEQUENCE NUMBER: OD.09.02
	SUBJECT: INTERNSHIPS		
	RESPONSIBLE DEPARTMENT: ORGANIZATIONAL DEVELOPMENT AND PERFORMANCE INITIATIVES		

- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the Fair Labor Standards Act (FLSA), and the Act's minimum wage and overtime provisions do not apply to the intern.

Selection:

- Must apply for advertised opportunities through Human Resources.
- Human Resources will contact the department to determine interest. If selected, Human Resources will complete background checks and drug screenings.
- Human Resources will provide the department with the information below (if applicable) to be activated on an agreed upon start date and end date.
 - ID
 - Parking access
 - IT access
- Upon completion of unpaid internship, department will notify Human Resources, Parking, IT, and Organizational Development to disconnect all access. ID will be returned to Human Resources.

Unpaid Intern (High School - Credit)

The placement of high school interns (M-DCPS) will be coordinated by the office of Organizational Development Performance Initiatives Chief Learning Officer. High school interns will receive course credit, and are not to be paid. During the internship, student interns should take on roles and responsibilities of a valued member of the City. Each year the Chief Learning Officer will request interest from City departments to host a high school intern. This information will be shared with M-DCPS and a list of interested students will be provided. Interviews will be scheduled with applicant and departments with selections made. The Chief Learning Officer will notify M-DCPS and the City's Human Resources department to conduct drug screening, and complete all required forms below once start and end dates are established:

- ID
- Parking access
- IT access

The Chief Learning Officer will review intern's quarterly grade evaluation with both student and City supervisor. The Chief Learning Officer will be responsible to obtaining quarterly grade information from City supervisor, and submitting to M-DCPS (Attachment B).

MIAMI BEACH CITYWIDE PROCEDURE	DATE ISSUED: DECEMBER 2017 DATE UPDATED:	Page: 5 Of: 5	SEQUENCE NUMBER: OD.09.02
	SUBJECT: INTERNSHIPS		
	RESPONSIBLE DEPARTMENT: ORGANIZATIONAL DEVELOPMENT AND PERFORMANCE INITIATIVES		

PERFORMANCE DISCLOSURE

Interns performing unsatisfactory work during the internship may be removed from an internship placement.

The following process will occur if an intern is to be removed:

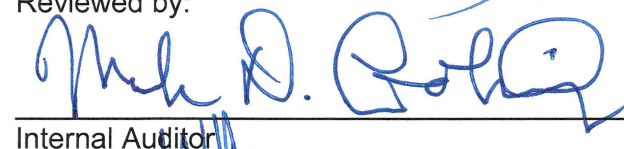
1. In the event of an unsatisfactory performance report from the City during an internship, the Chief Learning Officer will discuss the issues and problems with the intern and develop an appropriate plan of corrective action.
2. In the event an intern's behavior or actions create concerns for the well-being of the City's clients or personnel, the Chief Learning Officer will meet to determine an appropriate course of action. Behavior or conduct that places clients at risk is grounds for immediate dismissal.
3. Interns receiving an unsatisfactory grade or who are removed for conduct reasons will not be permitted to resume another placement.
4. Requests for alternative department placement will be reviewed by the Chief Learning Officer.

Prepared by:



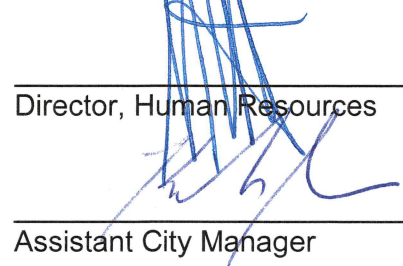
Chief Learning Development Officer

Reviewed by:



Internal Auditor

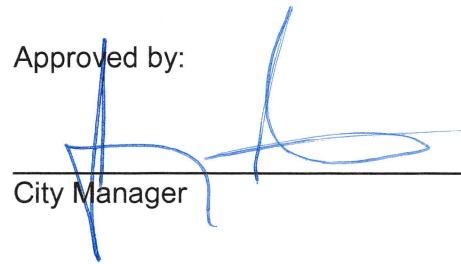
Director, Human Resources



Assistant City Manager

12/12/17

Approved by:



City Manager

12/12/17

Date

INTERNSHIP MANUAL
MIAMIBEACH

TABLE OF CONTENTS

- I. INTRODUCTION
- II. RESPONSIBILITIES
- III. PROCEDURES
- IV. PERFORMANCE DISCLOSURE

I. INTRODUCTION

The City of Miami Beach will offer supervised experiential learning, “internship”, for students enrolled at various universities and Miami Beach Senior High School. An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. The internship experience aspect of the program may involve observation and participation in planning, conducting, and evaluating face-to-face, supervisory, and executive levels of professional responsibility.

Internships may be completed throughout the academic year, but students should limit all paperwork for approval as early as possible, and at least two weeks before the internship semester.

At first, the student is expected to observe and assist until s/he is somewhat familiar with the staff, the clientele, general policies, procedures, organizational pattern, facilities and equipment, rules and regulations, etc. The student should assume increasing responsibilities over time and eventually, under supervision, be in charge of his/her own program(s).

Purpose of Manual

This manual is intended to enable effective communication among student interns, City of Miami Beach departmental Supervisors, and the Chief Learning and Development Officer. Policies and procedures detailed in the manual must be followed throughout the course of the internship.

Purpose of Fieldwork

The overall purpose of the internship is to permit each student to grow personally and professionally to the extent of his/her capabilities. Although specific objectives are expected to vary for each student and each department, the following objectives should apply:

1. To give each student an opportunity for practical experience in the City of Miami Beach and administration of various program areas and to increase his/her knowledge and skills at the face-to-face, supervisory, and executive levels of leadership.
2. To enable each student to understand and appreciate the professional duties and responsibilities of personnel in the field.
3. To help each student determine his/her professional strengths and weaknesses.
4. To assist the university in (a) evaluating student performance and improving curriculum, and (b) providing opportunities for the faculty to confront practical problems and interact with field professionals.
5. To permit the City of Miami Beach and interns to exchange new and updated concepts.

II. RESPONSIBILITIES

A. The university will:

1. The FIU Office of Engagement will identify FIU professor/administrator to serve as academic advisors to participating students. The assigned University professor administrator will:
 - i. Help students prepare for fieldwork
 - ii. Visit the City, observe the student, and confer with the student and the Chief Learning and Development Officer at least once
 - iii. Evaluate fieldwork reports and discuss the reports with the students and the Chief Learning and Development Officer at least twice per semester
 - iv. Evaluate and assist the student in self-evaluation of his/her fieldwork performance and professional potential.
 - v. Assign the student's final grade for fieldwork, in consultation with the Chief Learning and Development Officer.
2. The FIU professor/administrator will identify and refer qualified applicants to the City of Miami Beach. FIU representatives will be invited to participate in the selection committee and interviews for all qualified applicants.
3. The FIU professor/administrator will review the six-page report in order for the intern to receive recognition of completion.

B. The City will:

1. Communicate the aims and outcomes of the fieldwork program to the City's managing authorities and its community.
2. Communicate the aims and outcomes of the fieldwork program to the city's staff and help the student gain acceptance as a member of the staff.
3. Interview and select students, and place them in the appropriate departments.
4. Orient, introduce, and identify the student as a staff member and thus place in a position in which s/he may expect courtesy, consideration, and respect from colleagues and the residents of the City.
5. Assist each student in developing a sound plan of study and experiences to meet his/her individual needs while simultaneously contributing to the City.
6. Evaluate and assist in grading the student
7. Be responsible for payment on a bi-weekly payment in accordance to the attendance of the student.

C. The student will:

1. Review Policies and Procedures, Manuals, and any necessary paperwork needed for any new employee at the City.
2. Complete online trainings within the first week of the internship as required for all employees reporting to the City Manager.
3. Establish a work schedule with the Chief Learning and Development Officer and the departmental supervisor in relation to the academic calendar.

4. Perform his/her work responsibilities in a professional manner, participate in all training and study sessions, attend scheduled conferences, and submit all reports required by the City.
5. Prepare and submit required reports and assignment as needed by each department supervisor.
6. Notify the Chief Learning and Development Officer, the departmental supervisor, and the payroll coordinator of the Office of Organizational Development Performance Initiatives at the end of each day with the amount of hours worked.

III. PROCEDURES

A. Paid Intern (University)

Six Internship positions will be offered per semester corresponding to established workgroups with Florida International University (FIU) – Arts, Culture, and History; Florida Coastal Resilience and Adaptation Group; Transportation, and Youth & Education development. Students will be assigned to a position based on the student's academic merit, recommendation, experience, and interests. Work schedules will be based on the student's academic schedule. The standards established by the National Association of Colleges and Employers (NACE) must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom.
2. The skills or knowledge learned must be transferrable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of expertise.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by City of Miami Beach that support learning objectives/goals.

Responsibilities:

1. Students must register for the zero-credit internship course through FIU which allows for a record of the internship on the FIU transcript, unless the hired student has arranged for alternate internship credit through their department.
2. As part of the onboarding process, interns must undergo all Human Resources procedures before commencing the internship. This includes:
 - ID
 - Parking access
 - IT access
 - e-Learning courses
3. Students will report to the Chief Learning and Development Officer, who will introduce them to their assigned department for the remainder of the internship, and the departmental supervisor who will oversee their day-to-day activities.
4. Students must coordinate with their departmental supervisors on a work schedule based on the academic schedule.

5. Students will report to their assigned departments on the days agreed upon, and perform the duties assigned to them by their departmental supervisor.
6. At the end of each work day, students must report their hours via email to:
 - Departmental supervisor for approval
 - Chief Learning and Development Officer and Organizational Development payroll coordinator for payroll purposes.
7. Students will be scheduled for meetings with the Chief Learning and Development Officer throughout the internship period to report on assigned projects and/or assignments.
8. Students will need to submit a final six-page report to the FIU professor/administrator and the City's Chief Learning and Development Officer in order to receive recognition of completion.
9. Students will be scheduled for an exit interview with the Chief Learning and Development Officer, and will need to return the Identification cards provided by the City.

B. Unpaid Intern (University)

The City may provide unpaid internship opportunities to students currently enrolled at a college, based on eligibility and need, if the following criteria is met:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training in which would be given in an educational environment.
2. The internship is for the benefit of the intern
3. The intern does not displace regular employees, but works under close supervision of existing staff
4. The City derives no immediate advantage from the activities of the intern, and on occasion its operations may actually be impeded
5. The intern is not entitled to a job at the conclusion of the internship
6. The City and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Responsibilities:

1. As part of the onboarding process, interns must undergo all Human Resources procedures before commencing the internship. This includes:
 - ID
 - Parking access
 - IT access
2. Students will report to the Chief Learning and Development Officer, who will introduce them to their assigned department for the remainder of the internship, and the departmental supervisor who will oversee their day-to-day activities.
3. Students must coordinate with their departmental supervisors on a work schedule based on the academic schedule.
4. Students will report to their assigned departments on the days agreed upon, and perform the duties assigned to them by their departmental supervisor.
5. Upon completion of the unpaid internship, the student will need to return the identification card provided by the City.

C. Unpaid Intern (High School)

The placement of high school interns (M-DCPS) will be coordinated by the office of Organizational Development Performance Initiatives Chief Learning Officer. High school interns will receive course credit.

Responsibilities:

1. As part of the onboarding process, interns must undergo all Human Resources procedures before commencing the internship. This includes:
 - ID
 - Parking access
 - IT access
2. Students will report to the Chief Learning and Development Officer, who will introduce them to their assigned department for the remainder of the internship, and the departmental supervisor who will oversee their day-to-day activities.
3. Students must coordinate with their departmental supervisors on a work schedule based on the academic schedule.
4. Students will report to their assigned departments on the days agreed upon, and perform the duties assigned to them by their departmental supervisor.
5. Upon completion of the unpaid internship, the student will need to return the identification card provided by the City.

IV. PERFORMANCE DISCLOSURE

Interns performing unsatisfactory work during the internship may be removed from an internship placement.

The following process will occur if an intern is to be removed:

1. In the event of an unsatisfactory performance report from the City during an internship, the Chief Learning Officer will discuss the issues and problems with the intern and develop an appropriate plan of corrective action.
2. In the event an intern's behavior or actions create concerns for the well-being of the City's clients or personnel, the Chief Learning Officer will meet to determine an appropriate course of action. Behavior or conduct that places clients at risk is grounds for immediate dismissal.
3. Interns receiving an unsatisfactory grade or who are removed for conduct reasons will not be permitted to resume another placement.
4. Requests for alternative department placement will be reviewed by the Chief Learning Officer.

Miami-Dade County Public Schools

Office of Community Engagement

Provider Academic Year
Internship Handbook
2017-2018

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Dr. Lawrence S. Feldman, Chair

Dr. Marta Pérez, Vice-Chair

Dr. Dorothy Bendross-Mindingall

Ms. Susie V. Castillo

Dr. Steve Gallon III

Ms. Perla Tabares Hantman

Dr. Martin Karp

Ms. Lubby Navarro

Ms. Mari Tere Rojas

Mr. Alberto M. Carvalho
Superintendent of Schools

Ms. Iraida R. Mendez-Cartaya
Associate Superintendent
Office of Intergovernmental Affairs, Grants Administration,
and Community Engagement

Ms. Lisa Thurber
District Director
Office of Community Engagement

Ms. Natalia Zea
Director
Office of Community Engagement

Table of Contents

Introduction	
Becoming an Internship Provider	1
Provider's Role and Responsibilities	2
Review of Program Forms	3
Student Credits & Attendance	4

Forms

Student Placement	5
Required Student Procedures	6
Intern Emergency Contact Sheet	7
Internship Log Sheet	8
Program Calendar 2017-2018	9

Introduction

Are you looking for an energetic and dynamic addition to your team, while also giving back to our community, by helping to inspire and shape the next generation of the workforce? Accepting a Miami-Dade County Public Schools (M-DCPS) intern into your company or organization provides an opportunity to accomplish both goals.

Since 1958, M-DCPS high school juniors and seniors have paired with professionals to offer their skillset, positive attitude, and eagerness to learn. In turn, internship providers share their time and talents to provide interns meaningful, career-related experiences. The Academic Year Internship is designed to give students real-life 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.

Student interns receive course credit, and are not paid. You may, of course find your intern is such a valuable member of your team that you choose to hire him/her after their internship program is complete.

The Office of Community Engagement is here to support you. If you have any questions, concerns, or issues that arise, don't hesitate to contact us at 305-995-3050, or Internships@dadeschools.net.

Thank you for your participation.

Becoming an Internship Provider

Thank you for your choice to become an Academic Year Internship provider to a Miami-Dade County Public Schools junior or senior.

If you would like to host an intern(s) for the 2017-2018 academic year, please contact the Office of Community Engagement at 305-995-3050. You may also email us at Internships@dadeschools.net.

All providers are required to sign a cooperative agreement with M-DCPS.

Your Role as an Internship Provider

As an internship provider you facilitate the environment that enables the intern 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.

At the end of the academic year, students will be asked to complete a survey evaluating their experience during the internship.

Internship Provider's Responsibilities

Cooperative Agreement

As part of the registration process, the Office of Community Engagement will request that the internship provider execute a Cooperative Agreement before accepting an intern. Please find the Cooperative Agreement by clicking on this link: <http://www.engagemiamidade.net/community-internships>.

- The Cooperative Agreement must be signed by the business or organization's registered agent or other listed party, verified through Sunbiz.org.
- Two (2) original signed Cooperative Agreements must be submitted by mail or in person to 1450 NE 2nd Avenue Room 202, Miami, FL 33132. Cooperative agreements cannot be faxed or emailed.

Please note, immediate family members are not permitted to serve as a student's mentor. In addition, students may not intern in a home-based business.

Intern Evaluation

As the internship provider, you will have the opportunity to evaluate the intern, throughout the progression of the internship. That evaluation is the basis for the student's grade.

You will be required to submit a student evaluation every nine (9) weeks. The grade is based on the student's performance at the internship site and should be given after considering the following criteria:

- Attendance/Punctuality
- Communication Skills/Interest Level
- Reliability/Motivation
- Acquired/Learned Skills for internship

The Office of Community Engagement will email you a Grade Request Report for the evaluation. Information about the Miami-Dade County Public Schools grading system will be included. **Please return the completed Grade Request Report to the Office of Community Engagement by the deadline indicated on the form.**

Miami-Dade County Public Schools is required to inform parents/guardians any time a student's grade could fall to a "D" or "F". If the 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 that we may contact the student's internship coordinator.

If at any time, a student is not fulfilling his/her responsibilities or is not attending the internship regularly, please notify the Office of Community Engagement immediately.

Review of Student Forms

Please familiarize yourself with the required program forms, to help ensure the internship experience goes smoothly.

Student Placement Data Form - Requires your signature as the internship provider and should be returned to the student or submitted to the Office of Community Engagement.

Required Student Procedures - Outlines the student's responsibilities during the internship.

Intern Emergency Contact Information - Should be submitted directly to you.

Log Sheet – The student records his/her attendance and activities each time he/she attends the internship. The log sheet requires your initials as the internship provider.

Intern Credits

To receive full credit for the Academic Year Internship, students must participate in the required hours at their internship site and must complete all required assignments.

- For one (1) credit, the minimum number of hours required is five (5) hours per week or forty-five (45) hours per quarter.
- For two (2) credits the student must complete ten (10) hours per week or ninety (90) hours per quarter.

Monetary compensation to the student is not permitted during internship hours. Should the provider decide to hire a student for hours worked in addition to earned credit hours, please note that 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.

Intern Attendance

At the beginning of the internship, the student and provider work together to establish a convenient time schedule for both parties. 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 the hours that the student will be at the internship site.

Students may not remain at the internship site after sundown, unless they have 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. However, the student may attend his/her internship on that day if prior arrangements have been made with the internship provider.

(Please refer to 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 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.

Miami-Dade County Public Schools

Office of Community Engagement Internship Program

1450 N.E. 2nd Avenue, Room202
Miami, FL 33132
Tel: 305-995-3050

E-mail: Internships@dadeschools.net

Student Placement Data Form 2017-2018

INSTRUCTIONS

1. Call your proposed internship provider and make an appointment for an interview **IMMEDIATELY**. Please return the SIGNED form to us as soon as possible. E-mail or call us if you have any problems.
2. If you need to leave a message for the internship provider, please let them know you are a Miami-Dade County Public Schools student from the Internship Program. Continue to call until you reach your internship provider.
3. At the interview, discuss with your internship provider the activities available to you, internship responsibilities, and the days and hours you are required to attend.
4. Bring this form and a resumé with you to the interview. Respective individuals must sign below for the placement to be complete. Before you leave the interview, if hired, set a day to begin the internship.
5. Keep a copy of this form for your records and once you have all needed signatures, scan and email to Internships@dadeschools.net.

STUDENT INFORMATION

Student Name:

ID #:

School:

Parent's/ Guardian's Name:

Student's E-mail:

Number of Credits:

Course Number:

PROPOSED INTERNSHIP PROVIDER INFORMATION

Internship Provider's Name:

Title:

Mailing Address:

Phone:

Fax:

E-mail:

Internship Provider's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

**Miami-Dade County Public Schools
Office of Community Engagement/Internship Program**

Required Student Procedures

1. Internship commitment is for the entire school year.
2. Transportation difficulties cannot be an excuse to exit the program. Please confirm transportation prior to committing to the internship.
3. Once you are accepted into the program you will receive a Student Placement Form (SPDF). Use information on this form to contact your internship provider and set up an interview. The SPDF must be returned immediately after interview with internship provider.
4. Any changes in internship provider or student contact information must be communicated to the Office of Community Engagement **immediately** and a new SPDF must be completed.
5. Students are required to maintain a log that is signed by the internship provider during every visit. Student must submit a copy by email to the internship coordinator two weeks prior to completion of grading period.
6. Student cannot hold internship with a family member or in a home-based business.
7. Internship provider must submit a grade sheet directly to the Office of Community Engagement two weeks before the end of the grading period.

Print Student Name _____ **ID#** _____

I have read and understand the Required Student Procedures. Non-compliance with the procedures may result in the student's failure of a grading period and/or removal from the program.

Student's Signature _____

Date _____

School Attending _____

Note: The receipt of this document is required to confirm placement in the program.

**Office of Community Engagement
1450 NE 2nd Avenue, Room 202, Miami, Florida 33132
Internships@dadeschools.net
Phone: 305-995-3050**

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: _____

Student Internship Schedule:

Monday: _____:_____ AM/PM to _____:_____ AM/PM
Tuesday: _____:_____ AM/PM to _____:_____ AM/PM
Wednesday: _____:_____ AM/PM to _____:_____ AM/PM
Thursday: _____:_____ AM/PM to _____:_____ AM/PM
Friday: _____:_____ AM/PM to _____:_____ AM/PM
Saturday: _____:_____ AM/PM to _____:_____ AM/PM

District Contact:

Community Outreach Director: Ms. Natalia Zea
Phone/Fax: 305-995-3050
Emails: [**Internships@dadeschools.net**](mailto:Internships@dadeschools.net)

Please fill out this form, save a copy for your records, and provide a copy to your business mentor and school site coordinator. If any information changes, please be sure to provide your business mentor with updated information.

INTERNSHIP 2017-2018 PROGRAM CALENDAR

August 21– 25	First week of school/Student begin reporting to the internship site
September 4 21	Labor Day: <i>Legal Holiday – NO SCHOOL</i> Teacher Planning Day
October 2 12 26 27	Teacher Planning Day – <i>NO SCHOOL</i> Submit 1st Quarter Internship Log Sheet to School Internship Coordinator End of Grading Period Teacher Planning Day – <i>NO SCHOOL</i>
November 10 22 23– 24	Veteran's Day: <i>Legal Holiday – NO SCHOOL</i> Teacher Planning Day – <i>NO SCHOOL</i> Thanksgiving Recess – <i>NO SCHOOL</i>
December 21 25 – 29	Submit 2nd Quarter Internship Log Sheet to School Internship Coordinator Winter Recess – <i>NO SCHOOL</i>
January 1 - 5 15 18 19 22	Winter Recess – <i>NO SCHOOL</i> Dr. Martin Luther King, Jr. Holiday: <i>Legal Holiday – NO SCHOOL</i> Ending of Grading Period Teacher Planning Day – <i>NO SCHOOL</i> Beginning of Grading Period
February 19	President's Day: <i>Legal Holiday – NO SCHOOL</i>
March 8 22 23 26-30	Submit 3rd Quarter Internship Log Sheet to School Internship Coordinator Ending of Grading Period Teacher Planning Day – <i>NO SCHOOL</i> Spring Recess
April 2 20	Beginning of Grading Period Teacher Planning Day – <i>NO SCHOOL</i>
May 21 – 24 24 28	LAST WEEK OF INTERNSHIP Submit 4th Quarter Internship Log Sheet to School Internship Coordinator Memorial Day: <i>Legal Holiday – NO SCHOOL</i>