

Miami-Dade County Public Schools

Office of Community Engagement



Provider Academic Year
Internship Handbook
2017-2018

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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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

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.

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

1450 N.E. 2nd Avenue, Room 202
 Miami, Florida 33132
 Tel: 305-995-3050

Email: Internships@dadeschools.net

<u>Please Check One:</u>	
<input type="checkbox"/>	Quarter 1 Due 10/12/2017
<input type="checkbox"/>	Quarter 2 Due 12/21/2017
<input type="checkbox"/>	Quarter 3 Due 03/08/2018
<input type="checkbox"/>	Quarter 4 Due 05/24/2018

Internship Log Sheet 2017 – 2018

Student's Name: _____ ID# _____ # of Credits (1 or 2): _____

Internship Provider's Name: _____ Internship Site: _____

Instructions: Duplicate this form as needed. Each student is required to maintain a record of his/her daily attendance and activities. Student is to submit log sheet to school internship coordinator each nine weeks by the due date.

Date	Time In	Time Out	Brief Description of Day's Activity	# of Hours	Mentor's Initials

Student's Signature: _____

Internship Provider's Signature: _____

School Name: _____

INTERNSHIP 2017-2018 PROGRAM CALENDAR

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