

Miami-Dade County Public Schools

Office of Community Engagement



Academic Year Internship
Student Handbook
2017-2018

1450 NE 2nd Avenue, Room 202

Miami, Florida 33132

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MIAMI-DADE COUNTY, FLORIDA**

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Introduction

Are you looking to gain real-world experience in the workforce, as you plan your future career? An internship is one of the best ways to see firsthand what it really takes, while also enhancing your resume.

Not sure which career path you plan to take? An internship is also a great way to acquaint yourself with the opportunities and challenges of an industry, while also learning universal values like responsibility, accountability, and working with a team.

Since 1958, the honors Academic Year Internship Program has provided exciting opportunities for high school juniors and seniors in Miami-Dade County Public Schools. Through internships, students are paired with community professionals to gain experience and knowledge in their intended collegiate fields of study, and/or careers. Internship providers who participate in the program share their time and talent to give interns meaningful, career-related experiences.

The internship is designed for you take on the roles and responsibilities of a valued member of a company or organization. In turn, your attendance, punctuality, dress, and work ethic should reflect well upon yourself, as well as your parents, teachers, school, and peers.

This handbook has been developed to help prepare you to successfully complete the internship program. It is your responsibility to read this handbook and understand what will be asked of you.

Remember that your school internship coordinator and the Office of Community Engagement are here to support you. If you have any questions, concerns, or issues that arise, contact us at 305-995-3050, or email Internships@dadeschools.net.

Enjoy your internship.

Eligibility

The Academic Year Internship program is an honors elective course that can be taken for one or two annual credits, depending on your schedule. You do not receive pay during the internship, and instead are earning high school credit for your work at the internship site.

You must apply for the internship directly with your school internship coordinator in the fall of your sophomore or junior year for placement in the following school year. If you participated in an internship as a junior, you may re-apply for placement with the same or a new internship provider during your senior year in high school. To be eligible as an academic-year intern, you must meet the following qualifications:

- Minimum un-weighted scholastic grade point average of 2.50
- Excellent school attendance
- Approval from your school internship coordinator
- Proof of student accident insurance
- Resumé
- Access to public or private transportation

Credits

To receive full credit for the internship, you must complete all required hours at your internship site, as well as all required assignments.

- For one (1) credit, you must complete five (5) per week or forty-five (45) hours for the grading period.
- For two (2) credits, you must complete ten (10) hours per week or ninety (90) hours for the grading period.

Monetary compensation is not permitted during internship hours. Should the provider decide to hire you 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.

Attendance

You should work with your internship provider to establish a schedule; try 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 you will be at the internship site. Your school internship coordinator must also approve the schedule.

You may not remain at the internship site after sundown, unless you have permission from the internship provider and your parent/guardian. Students generally complete their hours during the regular school week.

Regular attendance and punctuality are critical. You should not miss scheduled days at the internship site and should always arrive on time. If a scheduled day is missed due to a Miami-Dade County Public Schools (M-DCPS) excused absence, as outlined in Board Policy 5200, you must inform the internship provider in advance and both must determine an appropriate time to make up the missed hours. (For example, making up missed hours may be done by attending the internship on any day not regularly scheduled.) All make-up hours must be scheduled with the approval of the internship provider. You must notify the internship provider prior to any absence or late arrival to the internship site. Failure to do so will affect your grade.

You are not required to attend a scheduled day at your internship if it falls on a teacher planning day or school holiday. However, you may choose to attend your placement on that day if prior arrangements have been made with the internship provider.

In the event of an extended illness or absence, you and your internship provider may make alternative arrangements. You must notify your school internship coordinator of any changes in schedule and/or outlines of proposed internship activities. You are also responsible for ensuring the internship provider knows where you are, at all times, while at the internship site.

Experience, knowledge, and course credit(s) are the benefits of the internship program. Time spent at the internship site may not be counted as volunteer or community- service hours, unless special arrangements are made to acquire those hours after the internship hours requirement is fulfilled.

Performance Evaluation

Every nine (9) weeks, the Office of Community Engagement will send a Grade Request Report directly to your business mentor, who will evaluate you.

The grade is based on your performance in the areas below:

- Student attendance
- Punctuality
- Communication skills
- Interest level
- Motivation
- Reliability
- Accuracy
- Progress made toward development of projects
- Completion of all assignments

The business mentor returns the completed Grade Request Report form directly to your school internship coordinator. You are strongly encouraged to remind your business mentor to complete the grade evaluation by the deadlines. All grade deadlines are listed in the Program Calendar at the end of this handbook.

Your school internship coordinator will also provide you with a log sheet, which must be signed by your business mentor to verify full completion of your required hours. Submit the log sheet directly to your internship coordinator by the deadlines he/her gives you.

Toward the end of the academic year, you will be given the opportunity to evaluate your internship, as well as the provider. You are encouraged to complete the survey, which will be sent to you via email.

Securing Your Internship Provider

The Office of Community Engagement will make every effort to assist you in securing an internship with a business or organization, in one of the career fields that interest you.

If you have your own proposed internship provider, please obtain:

- A formal letter of intent (on letterhead) from provider and submit to your school internship coordinator.
- Letter should include internship site address, internship mentor phone number and email address.

Please note, all internship providers will be required to execute a Cooperative Agreement directly with the Office of Community of Engagement, before being permitted to accept an intern.

Forms

Your school internship coordinator will provide you all necessary forms to submit to him/her which MAY include any/all of the following:

- **Student Placement Data Form (SPDF)** - This form confirms internship placement.
- **Required Student Procedures** – This outlines your responsibilities in the program.
- **Intern Emergency Contact Information Sheet** – (Form 6540) This sheet should be completed and submitted directly to internship provider. Parent/guardian's home, work, and cellular phone numbers must be provided.
- **Internship Log Sheet** – (Form 7533) This form is for you to record internship attendance hours and program activities each time you attend the internship. The log sheet must be signed by your business mentor, and you must submit the log sheet to your school internship coordinator by the deadline he/she gives you.

Miami-Dade County Public Schools

Office of Community Engagement Academic Year Internship Program

1450 N.E. 2nd Avenue, Room 202

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.
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.
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 resume with you to the interview. Respective individuals must sign below for the placement to be complete. Before you leave the interview, if hired, schedule a day to begin the internship no later than the first week of school.
5. Once you have all needed signatures, keep a copy of this form for your records and return to your school internship coordinator.

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
Academic Year 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 your school internship coordinator will provide you with a Student Placement Data Form (SPDF). Use information on this form to contact your internship provider and set up an interview. The SPDF must be returned to your school internship coordinator immediately after interview with internship provider.
4. Any changes in internship provider or student contact information must be approved of by school internship coordinator, communicated to the Office of Community Engagement immediately and a new SPDF must be completed.
5. Students are required to maintain a log sheet that is to be signed by the internship provider. Student must submit a copy by email to the school internship coordinator two weeks prior to completion of grading period.
6. Student cannot participate in an internship reporting to an immediate family member, in a home-based business or in a business outside of Miami-Dade County.
7. Internship provider must submit a grade sheet directly to the school internship coordinator 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 failure of a grading period and/or removal from the internship program.

Student's Signature _____ **Date** _____

Student's School _____

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: 305-995-3050

Email: Internships@dadeschools.net

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

2017-2018 ACADEMIC YEAR INTERNSHIP PROGRAM CALENDAR

August

21– 25 First week of school/Student begins reporting to the internship site

September

4 Labor Day: Legal Holiday – NO SCHOOL

21 Teacher Planning Day – NO SCHOOL

October

2 Teacher Planning Day – NO SCHOOL

12 **Quarter 1 Grade Evaluation Due**

26 End of Grading Period

27 Teacher Planning Day – NO SCHOOL

November

10 Veteran's Day: Legal Holiday – NO SCHOOL

22 Teacher Planning Day – NO SCHOOL

23– 24 Thanksgiving Recess – NO SCHOOL

December

21 **Quarter 2 Grade Evaluation Due**

25 – 29 Winter Recess – NO SCHOOL

January

1 - 5 Winter Recess – NO SCHOOL

15 Dr. Martin Luther King, Jr. Holiday: Legal Holiday – NO SCHOOL

18 Ending of Grading Period

19 Teacher Planning Day – NO SCHOOL

22 Beginning of Grading Period

February

19 President's Day: Legal Holiday – NO SCHOOL

March

8 **Quarter 3 Grade Evaluation Due**

22 Ending of Grading Period

23 Teacher Planning Day – NO SCHOOL

26-30 Spring Recess – NO SCHOOL

April

2 Beginning of Grading Period

20 Teacher Planning Day – NO SCHOOL

May

21 – 24 FINAL WEEK OF INTERNSHIP

24 **Quarter 4 Grade Evaluation Due**

28 Memorial Day: Legal Holiday – NO SCHOOL