

*MIAMI BEACH SENIOR HIGH SCHOOL*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Miami-Dade County Public Schools

**Miami Beach Senior High School**

**Internship**

**Passport**



# National Academy Foundation

# Academy of Information Technology



Issue Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Activities | **Grade Level (Teacher’s Initials)** |
|  | **9th** | **10th** | **11th** | **12th** |
| Career Shadowing |  |  |  |  |
| Professional Image Development Seminar |  |  |  |  |
| Academy Annual Student Conference |  |  |  |  |
| Comments: |

|  |  |
| --- | --- |
| Co-curricular Field Studies(Modules/Projects) | **Grade Level (Teacher’s Initials)** |
|  | **9th** | **10th** | **11th** | **12th** |
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|  |  |  |  |  |
| Comments: |

|  |  |
| --- | --- |
| Leadership | **Grade Level (Teacher’s Initials)** |
|  | **9th** | **10th** | **11th** | **12th** |
| Membership in CTSO: |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Comments: |

|  |  |
| --- | --- |
| EmploymentDocumentation | **Grade Level (Teacher’s Initials)** |
|  | **9th** | **10th** | **11th** | **12th** |
| Letter of Application |  |  |  |  |
| Resume |  |  |  |  |
| Letters of Recommendation (2) |  |  |  |  |
| Pre-Internship Online Course[https://miamidade.owschools.com](https://miamidade.owschools.com/) |  |  |  |  |
| Student will see the Academy Lead Teacher for Social Security verification.  |  |  |  |  |
| Birth Certificate or Passport |  |  |  |  |
| Business Card |  |  |  |  |
| Driver’s License (Photo ID) |  |  |  |  |
| Emergency Contact Card |  |  |  |  |
| Field Trip Form |  |  |  |  |
| Media Release |  |  |  |  |
| Student Insurance |  |  |  |  |
| Student/Parent Internship Agreement |  |  |  |  |
| Summer School Registration Form |  |  |  |  |
| Comments: |
| Community Service Learning | **Grade Level (Teacher’s Initials)** |
| 80 Community Service Hours Required | **9th** | **10th** | **11th** | **12th** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Comments: |

|  |  |
| --- | --- |
| Industry Certification | **Grade Level (Teacher’s Initials)** |
|  | **9th** | **10th** | **11th** | **12th** |
|  |  |  |  |  |
|  |  |  |  |  |
| Comments: |
| **Soft Skills Documentation** | **Grade Level (Teacher’s Initials)** |
|  | **9th** | **10th** | **11th** | **12th** |
| Etiquette, customer service activities, interpersonal communications. |  |  |  |  |
| Comments: |
| Congratulations! After all sections have been signed by the appropriate Academy teacher, turn in your Internship Passport to your Academy Lead Teacher for final approval. |
| Attendance: |  |
| Conduct:  |  |
| Effort: |  |
| Academics |  |

|  |
| --- |
| *Approved for Internship: Yes \_\_ No\_\_\_* |
| Counselor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Lead Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Note: Post-Internship Requirement: Multimedia presentation covering the Internship experience.

