

*MIAMI BEACH SENIOR HIGH SCHOOL*

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

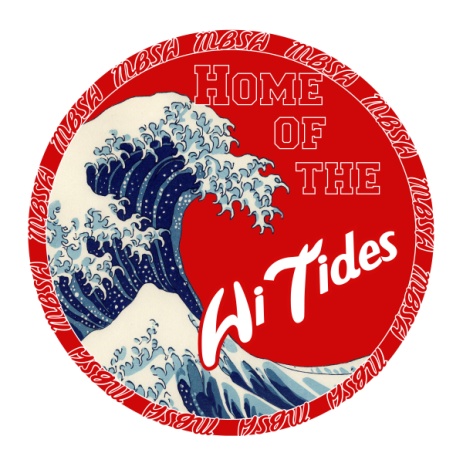
Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Miami-Dade County Public Schools

**Miami Beach Senior High School**

**Internship**

**Passport**



# National Academy Foundation

# Academy of Information Technology



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

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

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

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

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

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| 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: | | | | | | | | | |

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| 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 |  | | | | | | | | | |

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| *Approved for Internship: Yes \_\_ No\_\_\_* |
| Counselor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Lead Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

