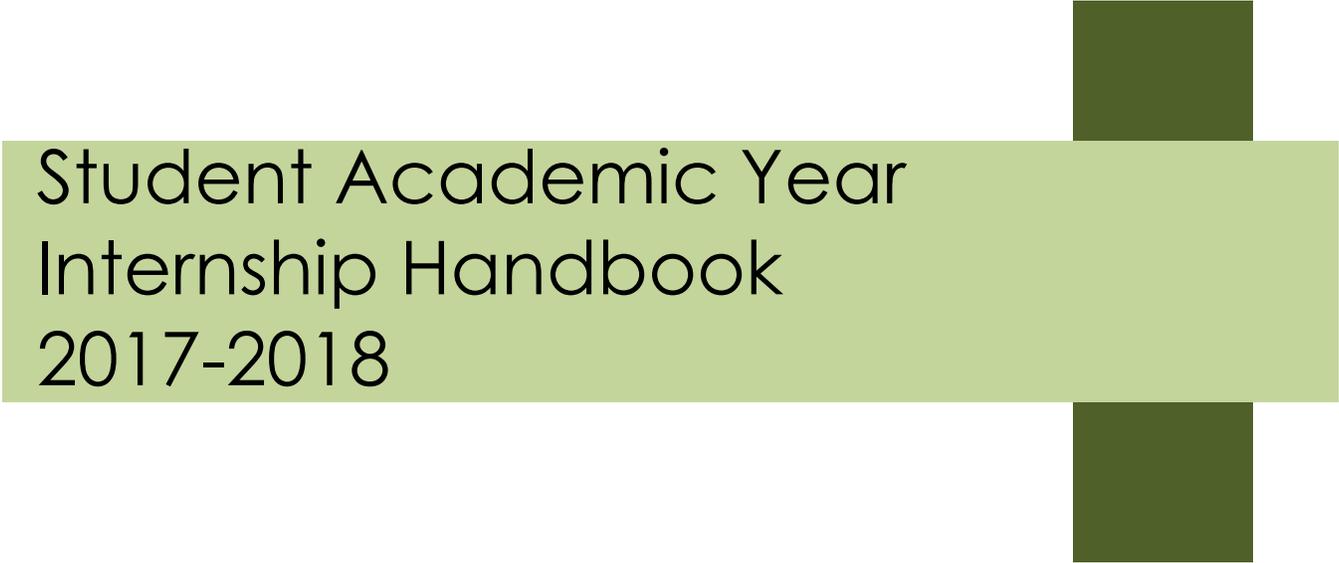


Miami-Dade County Public Schools

Office of Community Engagement



Student Academic Year Internship Handbook 2017-2018

1450 NE 2nd Avenue, Room 202

Miami, Florida 33132

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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 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 to 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 internship program is an elective course that can be taken for one or two annual credits, depending on your schedule. In some cases, you may be awarded a local honors point. 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 by **March** of your sophomore or junior year for placement in the upcoming 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
 - No more than 5 unexcused absences
- Internship application (**must be typed**) submitted with:
 - Proof of student accident insurance
 - Resumé

Credits

To receive full credit for the internship, you must complete the 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*, 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 holiday. However, you may choose to attend your placement on that day if prior arrangements have been made with the internship provider. Teacher planning days present good opportunities to log additional hours, at a time when different activities may occur at the internship site.

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

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 requirement is fulfilled.

***M-DCPS excused absences:** Student illness, death in the family, observance of religious holiday, and school-sponsored event with prior approval by internship provider

Performance Evaluation

Your successful completion of all requirements (grades, log sheet & assignments), on or before deadlines is critical. Requirement deadlines are listed in the Program Calendar at the end of this handbook.

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

The business mentor returns the completed Grade Request Report directly to the Office of Community Engagement by the deadline indicated on the form.

At the end of the internship program, you will be given the opportunity to evaluate your internship, as well as the provider. You can find that survey on page 11 of this handbook.

POSSIBLE FIELDS OF INTEREST

<p>Biological Sciences Biochemistry Botany Ecology Genetics Marine Science Zoology</p>	<p>Business Accounting Marketing Public Relations Finance</p>	<p>Computer Science Networking Information Technology Programming</p>	<p>Medical Health Professions Administration Dentistry Doctor's Office Forensics Nursing Physical Therapy Research Hospital</p>
<p>Engineering Biomedical Civil/Structural Electrical/Computer Environmental Industrial Mechanical</p>	<p>Education Elementary School (Early Childhood grades K-2) Elementary School (Intermediate grades 3-5) Middle School</p>	<p>Journalism</p>	<p>Law</p>
<p>Law Enforcement</p>	<p>Chemistry</p>	<p>Meteorology</p>	<p>Physics</p>
<p>Politics</p>	<p>Psychology</p>	<p>Veterinary</p>	<p>Entrepreneurship</p>

Securing Your Internship Provider

The Office of Community Engagement will 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 with your internship application, to the Office of Community Engagement:

1450 N.E. 2nd Avenue, Room 202

Miami, FL 33132

E-mail: Internships@dadeschools.net

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

- **Internship Application** - (Form 7525) This form must be typed and submitted to the Office of Community Engagement and your school internship mentor by March 3, 2017
- **Student Placement Data Form (SPDF)** - This form confirms internship placement. Student must return SPDF to the Office of Community Engagement immediately after interview with internship provider.
- **Required Student Procedures** – (Form 6539) This form outlines the student's responsibilities for the internship and must be signed & returned with the signed SPDF. This form must be reviewed and signed by both internship provider and student.
- **Intern Emergency Contact Information Sheet** – (Form 6540) This sheet must 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 the student to record internship attendance hours and program activities each time he/she attends the internship. Log sheet must be signed by the internship provider, and the student must submit the log sheet to the school internship coordinator every grading period. (Note: It is the student's responsibility to submit the log sheet two weeks prior to the end of the grading period).

FOR OCE OFFICIAL USE ONLY:

GPA: _____/_____

ATTENDANCE _____

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Internships@dadeschools.net

APPLICATION DEADLINE: FRIDAY, MARCH 3, 2017

INTERNSHIP APPLICATION (MUST BE TYPED)

STUDENT INFORMATION:

ID#: _____ NAME: _____ DATE OF BIRTH: _____

HOME ADDRESS: _____ CITY/STATE/ZIP: _____

HOME: _____ CELL: _____ EMAIL: _____

ETHNICITY:

____ ASIAN ____ BLACK
____ HISPANIC ____ INDIAN
____ MULTIRACIAL ____ NATIVE AMERICAN
____ WHITE ____ OTHER: _____

Please check all that apply:

____ ESOL ____ GIFTED ____ FREE or REDUCED LUNCH

GENDER (Please check one):

____ MALE ____ FEMALE

SCHOOL INFORMATION:

SCHOOL NAME: _____ CURRENT GRADE: _____

GUARDIAN INFORMATION:

FATHER/GUARDIAN NAME: _____ PHONE 1: _____

EMAIL: _____ PHONE 2: _____

MOTHER/GUARDIAN NAME: _____ PHONE 1: _____

EMAIL: _____ PHONE 2: _____

FIELDS OF INTEREST:

PLEASE READ YOUR INTERNSHIP HANDBOOK FOR IDEAS ON POSSIBLE CAREER CHOICES:

1. _____
2. _____
3. _____

INSURANCE:

MARK IF YOU HAVE PRIVATE INSURANCE OR HAVE PURCHASED SCHOOL INSURANCE (SUBMIT PROOF):

____ PRIVATE INSURANCE

____ PURCHASED SCHOOL INSURANCE

COUNSELOR/FACULTY RECOMMENDATION: NAME: _____ TITLE: _____

SIGNATURE: _____

IF YOU HAVE YOUR OWN MENTOR (NO FAMILY MEMBERS OR FRIENDS), FILL OUT THE FOLLOWING:

*PROPOSED MENTOR NAME: _____

COMPANY NAME: _____ DEPARTMENT NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE: _____ FAX: _____ EMAIL:(required) _____

TYPE OF BUSINESS: _____

PARENT PERMISSION FORM & LIABILITY WAIVER (SUBMIT PROOF):

I have read the INTERNSHIP HANDBOOK; I understand and agree to the conditions that are required for participation in the Internship Program. I give consent for my child to participate.

PARENT NAME: _____

PARENT SIGNATURE: _____

STUDENT SIGNATURE: _____

FOR ELIGIBILITY AND COURSE REQUIREMENT REVIEW INTERNSHIP HANDBOOK

http://media.wix.com/ugd/36ac9e_59f9eae4ba1c49328bbd64d202729ea2.pdf

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 **IMMEDIATELY**. Please return this SIGNED form to us as soon as possible. E-mail or call 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 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, August 21-25, 2017.
5. Once you have all needed signatures, keep a copy of this form for your records and 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
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 you will receive 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 the Office of Community Engagement 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 during every visit. 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 with a close 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 failure of a grading period and/or removal from the internship 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: 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 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	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 Log Sheet 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 Log Sheet 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 Log Sheet to School Internship Coordinator
28	Memorial Day: <i>Legal Holiday – NO SCHOOL</i>