

Developing our Future Leaders

Honors & Executive Internship Program (HEIP)

Since 1958, HEIP has placed close to 500 honor students each year in an internship related to their collegiate field of interest.

Career Experience Opportunity (CEO) Internship Program

An integral part of Secondary School Reform Initiative, internship placements made within career academy frameworks.



Guide a student on the road to success!

**Did you know
what you wanted
to study after
high school?**



**Internships give students opportunities to work
alongside experts in their courses of study.**



Become an internship provider today!

Visit www.dadeschools.net/community to create a “Community Portal” account, then log-in to post your internship opportunity.



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools
Alberto M. Carvalho

Miami-Dade County School Board

*Perla Tabares Hantman, Chair
Dr. Lawrence S. Feldman, Vice Chair
Dr. Dorothy Bendross-Mindingall
Carlos L. Curbelo
Renier Diaz de la Portilla
Dr. Wilbert "Tee" Holloway
Dr. Martin Karp
Dr. Marta Pérez
Raquel A. Regalado*

February 23, 2012

Internship Provider, Title
Business Name
Address
City, State Zip Code

As we begin preparing for the 2012/2013 internship program, we wanted to reach out to you and let you know that we are rolling out an internship clearinghouse that will facilitate the student hiring, tracking and grading process.

The Career Experience Opportunity (CEO) Clearinghouse allows you more flexibility and is paper free.

All you have to do is Login to the Community Portal and create an account at dadeschools.net/community. This online tool will allow you to post you internship position(s) and include detail about your posting. The CEO Clearinghouse requires that the business mentor complete a Cooperative Agreement. We are providing every mentor a six months grace period to complete the Cooperative Agreement.

If you would like to make special accommodations and continue with the manual process, because of the number of interns, mentors, limited computer use, etc., please call us and we will review your special circumstances.

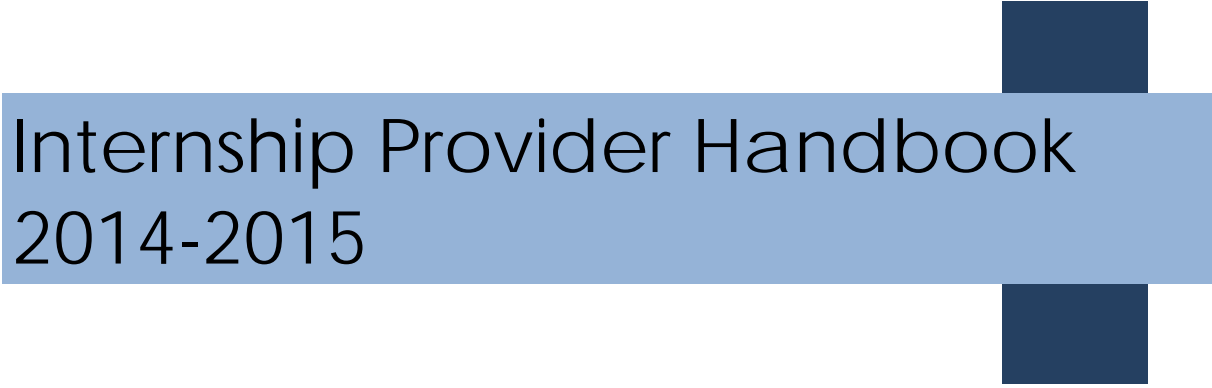
We are so grateful for the opportunities that you provide our students, and look forward to a continued relationship.

Sincerely,

Arlene Martinez, Director
Office of Community Engagement

Miami-Dade County Public Schools

Office of Community Engagement



Internship Provider Handbook
2014-2015

**THE SCHOOL BOARD OF
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Internship Program/Dade Partners

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INTRODUCTION

Since 1958, the Internship Program has provided exciting opportunities for high school juniors and seniors in the Miami-Dade County Public Schools. Through a community-based internship, students are paired with community professionals to gain professional experience and firsthand knowledge in their intended collegiate fields of study. Enthusiastic mentors participate in the program and share their time and talents so that interns will have meaningful, career-related experiences.

The internship is designed to give students real-life experiences in the world of work. During this time, students will take on the roles and responsibilities of a valued member of a business organization. It is important that the student interns understand that their dress, punctuality, attendance, and behavior reflect well upon themselves and their parents, teachers, schools, and peers.

The internship involves two individuals - an Educational Specialist and a Miami-Dade County Public Schools (M-DCPS) administrator to oversee the intern. The M-DCPS program staff oversees the internship, visits interns and internship providers, and assists in a successful internship.

Thank you for providing our students with this experience. The Office of Community Engagement is available for support. If there are any questions, problems, concerns, or issues that arise, contact us at 305-995-1265 or Internships@dadeschools.net.

CREDITS

To receive full credit for the internship program course, students must participate in the required hours at their internship site and must complete required assignments.

- For one (1) credit, the minimum number of hours required is five (5) hours per week or forty-five (45) hours for the quarter.
- For two (2) credits the student must complete ten (10) hours per week or ninety (90) hours for the quarter.

ATTENDANCE

- The internship student confers with his/her internship provider to establish a convenient time schedule. Internship providers and students 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 their internship site.
- Students may not remain at their internship site after sundown, unless they have permission from their internship provider and parent/guardian. Students usually complete their hours during the regular school week.
- Regular attendance and punctuality are critical. Students should not miss scheduled days at their 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, the student must inform the internship provider and mutually determine an appropriate time to make up the missed hours. For example, making up missed hours may be done by students attending their internship on any day not regularly scheduled. 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 placement on that day if prior arrangements have been made with the internship provider. Teacher planning days present a good opportunity to log additional hours and/or hours at a time of day when different activities may occur at the internship site.
- During an extended illness or absence, the student and internship provider may make alternative arrangements. Students must notify their program administrators of any changes in their schedule and/or outline of proposed internship activities.
- Monetary compensation to the student is not permitted. 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, or school-sponsored event with prior approval by internship provider.

Becoming an Internship Provider

Step 1:

- Log In to Community Portal
- Click on "Create an Account"
- Proceed with "Registration Request"
- Your username and password will be e-mailed to you



Step 2:

- Return to www.dadeschools.net/community
- Log In to the Community Portal
- Log In with your username and password
- You can reset your password under "Password Management"

Step 3:

- Click on "Internship Provider"
- Complete the "Internship Provider Application"
- You will receive an email with the steps for posting your internship positions once your application has been approved.

Roles and Responsibilities:

As part of the registration process, the internship office will request that the internship provider execute a Cooperative Agreement as part of the procedures to host an intern.

Visit http://community.dadeschools.net/internship/pdfs/Internship_Cooperative_Agreement.pdf to see a copy of the Cooperative Agreement.

1. Cooperative Agreement
 - Cooperative Agreement must be signed by the registered agent. (The registered Agent can be viewed in Sunbiz.org)
 - Two (2) original Cooperative Agreements must be submitted by mail. Cooperative agreement cannot be faxed or emailed. (Cooperative agreements faxed or emailed are not acceptable).
2. Review handbook to familiarize yourself with the forms:
 - **Student Internship Application**
 - **Student Data Placement Form (SPDF)**- Confirming student's placement
 - **Required Student Procedures**
 - Internship providers may customize this form to fit the goals of the organization offering the internship.
 - Internship providers should review these procedures with student/intern.
 - **Log Sheet Form**- For student to log in their attendance, hours, and program activities. Internship provider should check form periodically and sign.
3. Students are not allowed to intern with a family member or participate in a home-based business.

Your Role as an Internship Provider

As an internship provider you pass on valuable skills and knowledge to your intern.

- Teach organizational skills
- Develop achievable short-term and long-term goals
- Build positive values that will make the intern more successful
- Teach basic principles of personal and social responsibility
- Provide required evaluation every nine (9) weeks, as outlined in the handbook (Log sheet and grade sheet)

Evaluation

- A grade/evaluation is required by the internship provider every nine (9) weeks. The grade is based on the student's performance at their internship site and is based on the such criteria as the student's:
 - Attendance/Punctuality,
 - Communication Skills
 - Meets Deadlines
 - Acquired/Learned Skills for internship
- Every nine weeks, internship providers will be sent a Grade Request Report by the Office of Community Engagement for providers to evaluate the student based on the aforementioned criteria. Information about the Miami-Dade County Public Schools grading system is provided on the Grade Request Report. Please return the completed Grade Request Report to the Office of Community Engagement by the deadline indicated on the form.
- If a student is not fulfilling his/her responsibilities or is not attending regularly, please notify one of the program administrators in the Office of Community Engagement at once, so that the situation can be rectified. It is vital that the office be advised IMMEDIATELY of any breach of student responsibility. Please contact us at 305 995-1265 or email internships@dadeschools.net.
- Miami-Dade County Public Schools is required to inform parents/guardians at any time that a student's grade falls below acceptable. Therefore, if a student is in danger of receiving a failing grade ("D" or "F"), please notify one of the program advisors in the Office of Community Engagement IMMEDIATELY, so that we may contact the parent/guardian of the student.

FORMS

- **Student Internship Application** (Form 7525)
- **Student Data Placement Form (SPDF)** – Form confirms intern's placement. Must be returned immediately after interview with mentor.
- **Required Student Procedures** – This form is for students to understand their responsibilities involved with the internship and must be turned in along with the SPDF. This form must be reviewed by both internship provider and student; both parties are required to sign the form.
- **Intern Emergency Contact Information Sheet**- This sheet must be submitted to internship provider. Parent/guardian home, work, and cellular phone numbers should be provided.
- **Log Sheets**- Form is for student to record their attendance and program activities hours every time they attend the internship. The log sheet must be signed by internship provider regularly. (Note it is the responsibility of the student to submit the log sheet directly to our office by the deadline).

PROGRAM CALENDAR

August 18 – 22	First week of school/Students begin reporting to the internship site
September 1 4	Labor Day: <i>Legal Holiday – NO SCHOOL</i> Teacher Planning Day – <i>NO SCHOOL</i>
October 13 23 27	Submit 1st Quarter Internship Log Sheet Teacher Planning Day – <i>NO SCHOOL</i> Beginning/End of Grading Period
November 7 11 27 27	Teacher Planning Day – <i>NO SCHOOL</i> Veteran’s Day: <i>Legal Holiday – NO SCHOOL</i> Thanksgiving Day: <i>Legal Holiday – NO SCHOOL</i> Recess Day <i>NO SCHOOL</i>
December 22 – 30	Winter Recess
January 1 – 2 5 15 16 19 20	Winter Recess Submit 2nd Quarter Internship Log Sheet Beginning/End of Grading Period Teacher Planning Day – <i>NO SCHOOL</i> Dr. Martin Luther King, Jr. Holiday: <i>Legal Holiday – NO SCHOOL</i> Beginning/End of Grading Period
February 6 16	Teacher Planning Day – <i>NO SCHOOL</i> President’s Day: <i>Legal Holiday – NO SCHOOL</i>
March 9 20 23 – 27	Submit 3rd Quarter Internship Log Sheet Teacher Planning Day – <i>NO SCHOOL</i> Spring Recess
April 17	Teacher Planning Day – <i>NO SCHOOL</i>
May 18 – 22 22 25	LAST WEEK OF INTERNSHIP Submit 4th Quarter Internship Log Sheet Memorial Day: <i>Legal Holiday – NO SCHOOL</i>

Calendar Website: <http://www.dadeschools.net/calendars/>

FOR OCE OFFICAL USE ONLY:

GPA: _____/_____

ATTENDANCE _____

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
OFFICE OF COMMUNITY ENGAGEMENT**
1450 NE 2nd AVENUE, ROOM 202, MIAMI, FLORIDA 33132
PHONE: 305 995-1265 FAX: 305 995-2888

Internships@dadeschools.net

APPLICATION DEADLINE: FRIDAY, MARCH 14, 2014

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: _____

COURSE INFORMATION:

PLEASE READ YOUR INTERNSHIP HANDBOOK TO CHOOSE YOUR CAREER CHOICE:

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://community.dadeschools.net/!internship/HE_overview.asp

Miami-Dade County Public Schools

Office of Community Engagement Internship Program

1450 N.E. 2nd Avenue, Room 202

Miami, FL 33132

Tel: 305-995-1265/Fax:305-995-2888

E-mail: Internships@dadeschools.net

Student Placement Data Form 2014 - 2015

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 (Internship Program, or iPrep). 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 no later than the first week of school, August 18-22, 2014.
5. The student should keep a copy for their records and send by fax or email to (305) 995-2888 or 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:

Mail 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. Confirm transportation prior to committing to the program.
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 to the office 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 Student placement form (SPDF) must be completed.
5. Students are required to keep a log that is signed by the internship provider every visit. A copy is to be submitted by fax or email to the Office of Community Engagement by the student two weeks prior to completion of grading period.
6. Student cannot intern with a family member or in a home-based business.
7. A grade sheet must be submitted by the internship provider directly to the Office of Community Engagement two weeks before the end of the grading period.
8. For additional information, please review the handbook at http://community.dadeschools.net/internship/HE_overview.asp.

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: 305 995-1265
Fax: 305 995-2888

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:

Program Coordinator: Ms. Caridad DePaola

Phone/Fax: 305-995-1265/305-995-2888

Emails: Internships@dadeschools.net

** As a courtesy to your internship provider please fill out this page and give them a copy.

To learn more about
internship opportunities,
see the CEO coordinator
at your school,
visit ssr.dadeschools.net
or call 305-995-1922



Become
CEO
of your
own
future



Career Experience Opportunity
Internship Program

CEO makes school work for you

One of the most important experiences you will get before graduation is the opportunity to discover what the workforce or job marketplace is all about.

There can be no experience more valuable than getting a view of the other side or what it is like to go from the classroom to the boardroom. CEO brings school to life—it's a reality show starring you!

Internships help you...

Gain

valuable work experience

Earn

Honors credit

Develop

a good work and business ethic

Meet & Work

with business professionals

Expand

skills, abilities, and confidence

Transfer

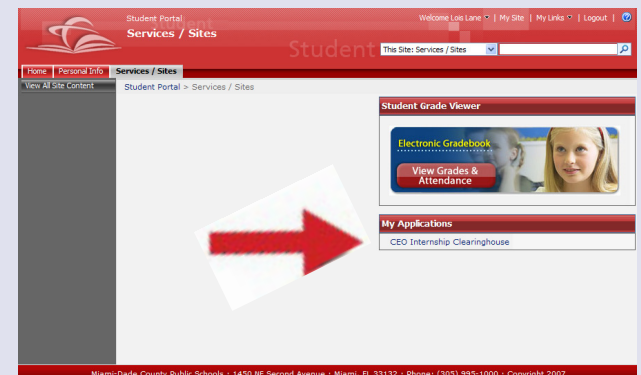
classroom learning to the workplace

CEO internship requirements

- Juniors or seniors in a Miami-Dade County School Career Academy
- GPA of 2.0 or above and conduct grade of C or above
- Students must have less than 5 unexcused absences
- Proficient in “business etiquette” and soft skills
- Proof of insurance

Getting Started

Students must log in to the Portal to create an account and register with Password Management prior to applying for CEO internships. On the Student Portal page, from the Services/Sites tab, click “CEO Internship Clearinghouse.”



Miami-Dade County Public Schools

Office of Community Engagement



Student Internship Handbook 2014-2015

1450 NE 2nd Avenue, Room 202

Miami, Florida 33132

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Internship Programs

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INTERNSHIP STUDENT HANDBOOK

INTRODUCTION

Since 1958, the internship program has provided exciting opportunities for high school juniors and seniors in Miami-Dade County Public Schools. Currently, the program is supervised by the Office of Community Engagement. Through community-based internships students are paired with community professionals to gain professional experience and firsthand knowledge in their intended collegiate fields of study. Internship providers who participate in the program share their time and talents so that interns have meaningful, career-related experiences.

The internship is designed to give students real-life experiences in the world of work, with students taking on the roles and responsibilities of a valued member of a company. It is important that the student interns understand that dress, punctuality, attendance, and behavior reflect well upon them and their parents, teachers, schools, and peers.

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

Enjoy the internship experience, and remember that the Office of Community Engagement is here to support you. If there are any questions, problems, concerns, or issues that arise, contact us at 305-995-1265 or Internships@dadeschools.net for input and direction.

ELIGIBILITY

The internship program is an elective course that can be taken for one or two annual credits, depending on the individual student's schedule. A local honors point is awarded for each credit earned. Students do not receive pay during their internship, as they are earning high school credit for their work at the internship site. High school students must apply for the internship during **March** of their sophomore or junior year for placement in the upcoming school year. Eleventh-graders enrolled in the program may re-apply for a placement with the same or a new internship provider during their senior year in high school. Any student interested in applying must meet the following qualifications:

- Minimum un-weighted scholastic grade point average of 3.00
- Excellent school attendance
- Internship application (**must be typed**) submitted with:
 - Proof of insurance
 - Resumé

CREDITS

To receive full credit for the internship, students must complete the required hours at their internship sites, as well as required assignments.

- For one (1) credit, the minimum number of hours required is five (5) per week or forty-five (45) hours for the quarter.
- For two (2) credits, the student must complete ten (10) hours per week or ninety (90) hours for the quarter.

ATTENDANCE

- The student confers with his/her internship provider to establish a convenient schedule. Internship providers and students 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 their internship site after sundown, unless they have permission from their internship provider and parent/guardian. Students usually complete their hours during the regular school week.
- Regular attendance and punctuality are critical. Students should not miss scheduled days at their 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*, the student must inform the internship provider in advance and mutually determine an appropriate time to make up the missed hours. For example, making up missed hours may be done by students attending their internship on any day not regularly scheduled. 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 placement on that day if prior arrangements have been made with the internship provider. Teacher planning days present a good opportunity to log additional hours and/or hours at a time when different activities may occur at the internship site.
- During an extended illness or absence, the student and internship provider may make alternative arrangements. Students must notify their program administrators of any changes in their schedules and/or outlines of proposed internship activities.
- For the student, experience, knowledge, and course credit(s) are benefits of the internship program. Monetary compensation to the student is not permitted. 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.
- Students are to ensure that the internship provider or designated person at the internship site knows where they are during their attendance each day at the internship.

***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

- Successful completion of all requirements (grades, log sheet & assignments), on or before deadlines is imperative. Requirement deadlines are listed in the Program Calendar.
- Each nine weeks, internship providers will be sent a Grade Request Report by the Office of Community Engagement.
- The grade is based on the student's performance at their placement site. The grade is determined by the internship provider and is based on criteria such as:
 - Student attendance
 - Punctuality
 - Communication skills
 - Interest level
 - Motivation
 - Reliability
 - Accuracy
 - Progress made towards the development of projects
- The completed Grade Request Report is to be returned directly to the Office of Community Engagement by the deadline indicated on the form.
- Students should refer to the Program Calendar often to comply with deadlines for submission of document.

SECURING YOUR OWN INTERNSHIP PROVIDER

- If you have a proposed internship provider:
 - A formal letter of intent (on letterhead) from provider must be forwarded with your application to the Office of Community Engagement at:

1450 N.E. 2nd Avenue, Room 202
Miami, FL 33132
Tel: 305-995-3050/Fax: 305-995-2888
E-mail: Internships@dadeschools.net
 - Internship provider will be requested to execute a cooperative agreement as part of the procedures to host an intern.

FORMS

- **Internship Application** (Form 7525)
- **Student Data Placement Form (SPDF)** – This form confirms internship placement. SPDF must be returned immediately after interview with internship provider.
- **Required Student Procedures** – This form outlines the required responsibilities involved with 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**- This sheet must be completed and submitted to internship provider. Parent/guardian's home, work, and cellular phone numbers must be provided.
- **Internship Log Sheet**- This form is for the student to record their internship attendance hours and program activities every time they attend the internship. Log sheet must be signed by internship provider and submitted to the office by the student 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).

INTERNSHIP 2014-2015 PROGRAM CALENDAR

August	
18 – 22	First week of school/Students begin reporting to the internship site
September	
1	Labor Day: <i>Legal Holiday – NO SCHOOL</i>
4	Teacher Planning Day – <i>NO SCHOOL</i>
October	
13	Submit 1st Quarter Internship Log Sheet
23	Teacher Planning Day – <i>NO SCHOOL</i>
27	Beg/End of Grading Period
November	
7	Teacher Planning Day – <i>NO SCHOOL</i>
11	Veteran’s Day: <i>Legal Holiday – NO SCHOOL</i>
27	Thanksgiving Day: <i>Legal Holiday – NO SCHOOL</i>
27	Recess Day! <i>NO SCHOOL</i>
December	
22 – 30	Winter Recess
January	
1 – 2	Winter Recess
5	Submit 2nd Quarter Internship Log Sheet
15	Beg/End of Grading Period
16	Teacher Planning Day – <i>NO SCHOOL</i>
19	Dr. Martin Luther King, Jr. Holiday: <i>Legal Holiday – NO SCHOOL</i>
20	Beg/End of Grading Period
February	
6	Teacher Planning Day – <i>NO SCHOOL</i>
16	President’s Day: <i>Legal Holiday – NO SCHOOL</i>
March	
9	Submit 3rd Quarter Internship Log Sheet
20	Teacher Planning Day – <i>NO SCHOOL</i>
23 – 27	Spring Recess
April	
17	Teacher Planning Day – <i>NO SCHOOL</i>
May	
18 – 22	LAST WEEK OF INTERNSHIP
22	Submit 4th Quarter Internship Log Sheet
25	Memorial Day: <i>Legal Holiday – NO SCHOOL</i>

FOR OCE OFFICAL USE ONLY:

GPA: _____/_____

ATTENDANCE _____

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
OFFICE OF COMMUNITY ENGAGEMENT**
1450 NE 2nd AVENUE, ROOM 202, MIAMI, FLORIDA 33132
PHONE: 305 995-1265 FAX: 305 995-2888

Internships@dadeschools.net

APPLICATION DEADLINE: FRIDAY, MARCH 14, 2014

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: _____

COURSE INFORMATION:

PLEASE READ YOUR INTERNSHIP HANDBOOK TO CHOOSE YOUR CAREER CHOICE:

- 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://community.dadeschools.net/!internship/HE_overview.asp

Miami-Dade County Public Schools

Office of Community Engagement

Internship Program

1450 N.E. 2nd Avenue, Room 202

Miami, FL 33132

Tel: 305-995-3050/Fax: 305-995-2888

E-mail: Internships@dadeschools.net

Student Placement Data Form 2014 - 2015

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 (Honors and Executive Internship Program, Career Experience Opportunity or iPrep) 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, set a day to begin the internship no later than the first week of school, August 18-22, 2014.
5. The student should keep a copy for their records and send by fax or email to (305) 995-2888 or 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:

Mail 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. Confirm transportation prior to committing to the program.
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 to the office 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 Student placement form (SPDF) must be completed.
5. Students are required to keep a log sheet that is signed by the internship provider every visit. A copy is to be submitted by fax or email to the Office of Community Engagement by the student two weeks prior to completion of grading period.
6. Student cannot intern with a family member or in a home-based business.
7. A grade sheet must be submitted by the internship provider directly to the Office of Community Engagement two weeks before the end of the grading period.
8. For additional information, please review the handbook at http://community.dadeschools.net/!internship/HE_overview.asp.

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

Fax: 305 995-2888

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:

Program Coordinator: Ms. Caridad DePaola

Phone/Fax: 305-995-1265/305-995-2888

Emails: Internships@dadeschools.net

** As a courtesy to your internship provider please fill out this page and give them a copy.

Internship program drives high school students

■ Four students created a car rental website as their final project for an engineering internship through the CEO program.

BY VERNA C. TAYLOR

Special to The Miami Herald

Knowledge is learned when you are able to make a connection. Miami-Dade County Public Schools realized that it takes connections and, for the second year, the district has offered students the opportunity to apply their skills to real-world experiences through the Career Experience Opportunity (CEO) internship program.

This year more than 1,000 students were placed at partner companies in CEO internships designed to support the county's Secondary School Reform initiative that began last year with 11 participating schools, said Arlene Martinez, director of the MDCPS Office of Community Services.

The initiative seeks to better prepare students to enter college by providing support for learning that reaches beyond school.

To date, 28 high schools have embraced the initiative and its requirements:

- Setting up a ninth-grade academy where students are

assigned to teams of four teachers who plan lessons together to deliver the core classes, plus a special class to help in the transition to high school.

- Setting up theme-based academies for 10th- through 12th-graders centered on career interests that require students to apply the knowledge and skills they learn.

- Offering more arduous courses through Honors and Advance Placement classes.

- Encouraging increased parental involvement through conferences regarding student progress and post-graduation plans.

- Joining the CEO internship program or dual enrollment in college for all seniors.

Seniors earn a half Honors credit for participating in the internship program, which runs from January through May, Martinez said.

Students can apply by contacting the CEO coordinator at participating schools. To be eligible, the student must be a junior or senior in good credit status, have a minimum 2.0 grade-point average and have less than five absences.

It is not necessary for a student to be enrolled at one of the 28 Secondary School Reform schools to apply.



VERNA C. TAYLOR/FOR THE MIAMI HERALD

FUTURE IN ENGINEERING: Coral Park Engineering seniors

Jorge A. Lopez, left, Ricardo Gonzalez III, Newton Freire and Jordan Mazaira completed a Career Experience Opportunity internship with PBS&J.

"We have placed students from other schools as well like Miami Springs and Miami Coral Park," Martinez said.

In fact, the CEO partnership between Coral Park High and engineering firm PBS&J, based in Doral, "is a model for the internship program."

Coral Park High, 8865 SW 16th St., offers an engineering magnet program but is not an SSR school. The school was contacted when PBS&J became an internship hosting company.

Teachers at Coral Park selected Jorge A. Lopez, Ricardo Gonzalez III, Newton Freire and Jordan Mazaira, seniors and engineering magnet program students, to participate in the Applied Tech-

nology Group internship. Daniel Ochoa, a PBS&J Information Systems developer, served as their mentor, guiding them through the internship. Ochoa had served an internship at the company while in college.

tions, for their project.

"They did the research, which is important in the learning process," Ochoa said.

The students, whose internship experience included working with data, learning new software and Web applications, said it was a good opportunity to gain real work experience.

The internship also gave them an opportunity to work as a group and to meet deadlines, two skills the students believe are invaluable.

Gonzalez, in a post-internship report, said he benefited from "real-life experiences" such as co-worker interactions, routine tasks and completing projects on deadline.

Mazaira said he joined the program because he was interested in engineering but "didn't really know what it meant to be an engineer."

For Lopez, the internship was invaluable because it would open doors later in college.

He will attend the University of Florida.

Freire, who also plans to attend UF in the fall, welcomed the opportunity to work in an engineering company while still in high school.

PBS&J provided the students with guidance, not solu-

Career Experience Opportunity

in•tern•ship (in'tûrn'shĭp')

- n. 1. a unique aspect of education that integrates academic with career-related work experiences.
2. The contagious, vibrant effect of a community coming together to enhance educational choice opportunities for Miami-Dade County Public Schools' students.

Host an Intern

- Opportunities for students to experience the world-of-work
- Career awareness consistent with industry standards and changing technology
- Additional support to enhance functions at the workplace
- Candidate pool for future hiring
- Partner with Miami-Dade County Public Schools

Call 305-995-3050 or visit www2.dadeschools.net/community



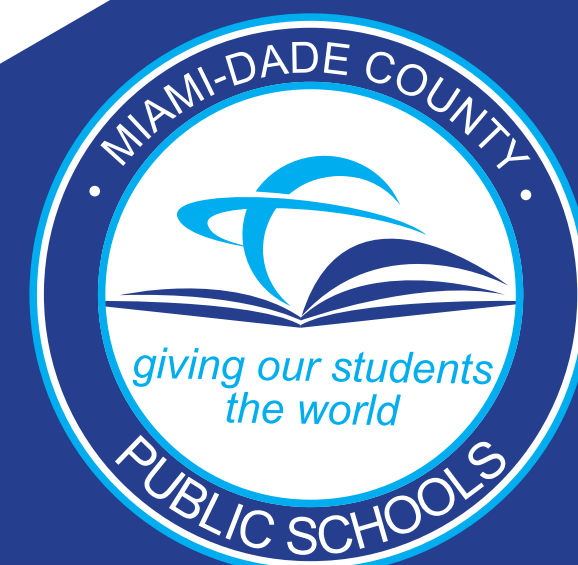
CONNECTIONS

While some teens played video games, Javier Diaz-Caneja spent his high school afternoons trying to cure *retinoblastoma*, an uncommon form of cancer afflicting some of our youngest children.

Thanks to partnerships with Bascom Palmer Eye Institute and other companies, Javier and hundreds of students like him gain career-related work experience in internships on their way to graduation from Miami-Dade County Public Schools.

Miami-Dade County Public Schools and Partners: Together, we're making real-world connections for our students.

giving our students
the world



**Miami-Dade County Public Schools (M-DCPS)
Internship Report (2007-2013)**

Year	Total Number of Partners	% Change
2007-2008 HEIP CEO	338 64	
2008-2009 HEIP CEO	504 443	49% 592%
2009-2010 HEIP CEO	351 605	-30% 36%
2010-2011 HEIP CEO	327 1057	-6% 74%
2011-2012 HEIP CEO	472 1509	44% 43%
2012-2013 HEIP CEO	452 1942	-.04% 29%

HEIP – Honors & Executive Internship Program

Since 1958, HEIP has provided exciting opportunities for high school juniors and seniors. Through a community-based internship, the students are paired with community professionals to gain experience and first-hand knowledge in their intended collegiate field of study.

CEO – Career Experience Opportunity

CEO is an integral part of the Secondary School Reform Plan. The SSR is a roadmap for substantively altering the educational experience of all middle and senior high school students to assure that future graduates have the skills that they will need to effectively compete in the new global workplace.

CEO serves as an opportunity to engage business and community leaders to expand learning through partnerships that connect to the students' career pathways. Students enrolled in a Career Academy programs with an organized sequence of classes, instructional activities, are eligible to participate in an internship experience.



2013 Summer Internship Program Timeline

May 20 th	Email Invite for Summer Internship Program Informational Meeting
May 23 rd	Summer Internship Program Informational Meeting
May 23 rd	2013 Summer Internship Cooperative Agreement and Summer Internship Forms Disseminated to Summer Outreach Partners
June 4 th	Deadline for Summer Outreach Partners to Submit Two Original Completed and Signed Cooperative Agreements, Roster of Participants, Internship Application for all Participants and Parent Consent Forms
June 16 th thru June 24 th	Summer Internship Program Begins
July 26 th	Deadline for Summer Outreach Partners to Submit Supplemental Grade Sheet(s)
August 2 nd	Deadline for Summer Outreach Partners to Submit Internship Log Sheets
July 20 th thru August 2 nd	Summer Internship Program Ends

	PROGRAM	ANTICIPATED # OF STUDENTS	ACTUAL # OF STUDENTS	STUDENTS ELIGIBLE FOR A GRADE
1	I Have A Dream Overtown	30	37	29
2	Museum of Science, Inc. Impact Program	65	49	43
3	Florida International University College Reach Out Program (CROP)	35	32	28
4	Florida International University Talent Search	100	87	68
5	Florida International University Upward Bound Math & Science (North)	50	47	45
6	Florida International University MMC Upward Bound Math & Science (South)	50	52	36
7	Florida International University - Enlace	120	122	110

8	Florida Memorial University Explorer's Program	15	15	12
9	Miami Dade College Gear Up Program	150	175	144
	Gear Up Interamerican		51	41
	Gear Up Kendall		65	53
	Gear Up North		59	50
10	Miami Dade College Take Stock In Children	160	76	51
11	Miami Dade College - Upward Bound	47	47	43
12	Other:			
	Miami Coral Park	3	3	3
	Total Number	825	742	612