



1           **WHEREAS**, the Village desires to enter into a cooperative  
2 agreement with the School Board to implement an internship program  
3 for high school students.  
4

5           **NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE**  
6 **OF PALMETTO BAY, FLORIDA, THAT:**  
7

8           **Section 1.** The Village Council hereby approves the Internship  
9 Cooperative Agreement with Miami-Dade County Public Schools to  
10 implement an internship program for high school students starting with  
11 the 2017-18 school year. Participation will be capped at three students  
12 for the first year and be revisited on an annual basis.  
13

14           **Section 2.** The Village Manager is authorized to sign the  
15 agreement on behalf of the Village of Palmetto Bay, in substantial form  
16 and content to the attached Exhibit A.  
17

18           **Section 3.** This Resolution shall take effect immediately upon  
19 adoption.  
20

21           **PASSED and ADOPTED** this 3<sup>rd</sup> day of July, 2017.  
22  
23

24           DocuSigned by:  
25           Missy Arocha  
26           Missy Arocha  
27           Village Clerk  
28

24           DocuSigned by:  
25           Eugene Flinn  
26           Eugene Flinn  
27           Mayor  
28

29  
30           **APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE**  
31 **USE AND RELIANCE OF THE VILLAGE OF PALMETTO BAY,**  
32 **FLORIDA ONLY:**  
33  
34

35  
36           DocuSigned by:  
37           Dexter W. Lehtinen  
38           Dexter W. Lehtinen  
39           Village Attorney  
40

1	FINAL VOTE AT ADOPTION:	
2		
3	Council Member Karyn Cunningham	<u>YES</u>
4		
5	Council Member David Singer	<u>YES</u>
6		
7	Council Member Larissa Siegel Lara	<u>YES</u>
8		
9	Vice-Mayor John DuBois	<u>YES</u>
10		
11	Mayor Eugene Flinn	<u>YES</u>

**The School Board of Miami-Dade County, Florida  
Internship Cooperative Agreement**

**THIS COOPERATIVE AGREEMENT** ("Agreement") is entered into this May 3, 2017, by and between Village of Palmetto Bay, ("Village") whose principal address is 9705 East Hibiscus Street, Palmetto Bay, FL 33157, and The School Board of Miami-Dade County, Florida, ("School Board"), on behalf of Miami-Dade County Public Schools ("M-DCPS"), a political subdivision of the State of Florida, whose principal address is 1450 N.E. 2 Avenue, Suite 202, Miami, Florida 33132.

<b><u>Internship Provider</u></b>	
Entity Name:	<u>Village of Palmetto Bay, a municipal corporation of the State of Florida</u>
Mentor Name:	<u>c/o Olga Cadaval, Human Resources and Communications Director</u>
Address:	<u>9705 East Hibiscus Street</u>
City / State / Zip:	<u>Palmetto Bay, FL 33157</u>
Telephone:	<u>305-259-1234</u>
Email:	<u>ocadaval@palmettobay-fl.gov</u>
<b>Program status (check one):</b>	<input type="checkbox"/> Public <input type="checkbox"/> Private Non-profit <input type="checkbox"/> Private For-profit <input checked="" type="checkbox"/> Government / Municipal / State / Federal
<b><u>The School Board of Miami-Dade County, Florida</u></b>	
Name:	<u>Miami-Dade County Public Schools / Office of Community Engagement</u>
Address:	<u>1450 N.E. 2<sup>nd</sup> Avenue, Suite 202</u>
City / State / Zip:	<u>Miami, FL 33132</u>
Telephone / Fax:	<u>305-995-3050 / 305-995-2594</u>
Email:	<u>nzea@dadeschools.net</u>

**I. RECITALS**

1. M-DCPS and Village want to provide M-DCPS senior high students with an appropriate Academic Year Internship to reinforce each student's acquisition of employability skills; and
2. M-DCPS and Village want M-DCPS senior high students, with an emphasis on Village of Palmetto Bay residents, to work as "interns"; to receive the related mentoring and support services necessary to obtain skills, experience, and knowledge to maximize each intern's employment opportunities.

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

**II. RESPONSIBILITIES OF M-DCPS**

M-DCPS agrees:

- To provide support for the internship experience as provided for in the Miami-Dade County Public Schools Internship Provider Handbook, attached and incorporated as Exhibit A;
- To communicate regularly with school, regional center, or district-based personnel, as deemed necessary to the functioning of the Academic Year Internship program at Village locations;

- To maintain appropriate documentation and applications of interns;
- To select interns from eligible pool of student applicants;
- To assist Village with any concerns, questions or issues that may arise during internship program

### **III. RESPONSIBILITIES OF VILLAGE**

#### **Village agrees:**

- To provide internship experience(s) for selected M-DCPS students as specified in the Miami-Dade County Public Schools Academic Year Internship Provider Handbook;
- To provide the necessary assessments or evaluations as outlined in the Academic Year Internship Provider Handbook
- To assist students in maintenance of log sheets and to inform M-DCPS / Office of Community Engagement immediately via phone and/or email of unscheduled absences;
- To ensure the safety of interns while under Village supervision;
- To ensure students will intern only at the given places of Village designated internship sites (no home based businesses nor secondary sites nor sites not prior approved in writing by M-DCPS and Village are allowed).
- To provide interns with a current set of rules, regulations, and policies that directly affect the interns placed at the Village internship sites.

Village reserves the right to refuse its services or to remove from its facilities, locations, and internship sites any interns or M-DCPS employee(s) who do not meet professional or other requirements of the Village.

### **IV. PARTIES AGREE THAT:**

#### **A. RESPONSIBILITIES OF BOTH PARTIES**

1. The schedule for interns while on-site at Village internship locations shall be planned jointly by M-DCPS, the Village and each student intern. Any changes in the schedule must be approved by Village, intern, and school internship coordinator prior to implementation of a new schedule in accordance with the Academic Year Internship Provider Handbook.
2. M-DCPS and Village shall both designate an individual who shall be available to answer all questions and assist in the implementation of this Agreement. The Village's designated mentorship representative is Olga Cadaval, Human Resources and Communications Director. M-DCPS's designated Academic Year Internship Program representative is Natalia Zea, Director in Office of Community Engagement.
3. M-DCPS and Village agree that the students covered as interns by the terms of this Agreement are not Village employees for the purpose of the Fair Labor Standards Act, as evidenced by the following:
  - a. The training and mentorship, even though it includes actual assistance to Village personnel with projects, is similar to that training and mentorship which would be given in a senior high school;
  - b. The training and mentorship are for the benefit of the interns;
  - c. The interns do not displace regular Village employees, but work under their close observation;
  - d. The interns are not necessarily entitled to Village jobs at the conclusion of the training period; and
  - e. The interns are not entitled to wages for the time spent in training in the program.

## **B. TERM OF AGREEMENT; TERMINATION**

The term of this Agreement shall be from August 1, 2017 to June 30, 2018, and will automatically renew on the end date for up to three (3) additional one (1) year terms through and including June 30, 2021. Either party hereto may terminate this Agreement at any time by giving to the other party notice in writing at least thirty (30) days prior to the intended termination date. In the event of an issue involving health, safety or welfare of Program participants, The School Board may terminate the Agreement immediately.

## **C. COMPLIANCE WITH LAWS**

1. M-DCPS and Village agree to comply with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Fair Labor Standards Act, the Americans with Disabilities Act, and related regulations, and assure that they do not, and will not discriminate against any intern because of or on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability.
2. Village agrees to adopt a background screening process that is consistent with having interns in the workplace, and consistent with M-DCPS guidelines and the Jessica Lunsford Act, 1012.4065 F.S.
3. This Agreement is considered a public contract and shall be subject to Florida's Public Record Laws, Chapter 119, Florida Statutes. Furthermore, the Village understands the broad nature of these laws and agrees to comply with Florida's Public Records Laws and laws relating to records retention. The Village shall keep and maintain public records required by the School Board to perform the service. The Village shall keep records to show its compliance with program requirements. Village and subcontractors must make available, upon request of the School Board, a Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives, any books, documents, papers, and records of the Village which are directly pertinent to this specific Agreement for the purpose of making audit, examination, excerpts, and transcriptions. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law. Village shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Village does not transfer the records to the public agency. The Village shall retain all records for five (5) years after final payment is made or received and all pending matters are completed pursuant to Title 34, Sections 80.36(b)(l). Upon completion of the contract, transfer at no cost to the School Board all public records in possession of the Village or keep and maintain public records required by the School Board to perform the service. If the Village transfers all public records to the School Board upon completion of the contract, the Village shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Village keeps and maintains public records upon completion of the contract, the Village shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records in a format that is compatible with the information technology systems of the School Board. IF THE VILLAGE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 305-995-1128, prr@dadeschools.net, and 1450 NE 2 Avenue, Miami, Florida 33132.

**D. NO THIRD PARTY BENEFICIARIES**

The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of this agreement and / or arising out of any other contract.

**E. CONFIDENTIALITY OF STUDENT INFORMATION**

Village understands and agrees that it is subject to all applicable federal and Florida laws and all School Board policies relating to the confidentiality of student records. Village further agrees to comply with the Federal Family Educational Rights and Privacy Act ("FERPA" 34CFR§ 99) and shall (i) use any personally identifiable student information ("information") only as provided in this Agreement, (ii) maintain the confidentiality of the information and, (iii) return the information to the Agency upon termination of the Agreement. In accordance with the requirements of the Florida Public Records Laws, Village shall, as and if applicable, treat all information as confidential and will not disclose the information to any third party, unless required to do so under the Florida Public Records Laws or by Court order.

**F. INSURANCE**

M-DCPS and the Village agree to insure or self-insure their respective interests to the extent each deems necessary or appropriate. Upon written request, evidence of self-insurance or insurance and evidence of mutual designations of additional insureds and certificate holders shall be furnished to either party.

**G. LIMITED INDEMNIFICATION**

Subject to the limitations of Florida Statute 768.28, the School Board of Miami-Dade County, Florida, hereinafter referred to as the School Board; agrees to indemnify and hold harmless Village from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the School Board arising out of or in connection with the provisions of this agreement. Village agrees to indemnify, hold harmless and defend the School Board from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the Village arising out of or in connection with the provisions of this agreement. If Village is a state agency or subdivision as defined in section 768.28, Florida Statutes, nothing herein shall be construed to extend the Village's liability beyond that provided in section 768.28, Florida Statutes.

**H. MODIFICATION, EXTENSIONS, RENEWALS, OR AMENDMENTS**

This Agreement may be modified extended, renewed, or amended only in writing by mutual consent of both parties by their respective authorized signatories.

**I. GOVERNING LAW AND VENUE**

This Agreement shall be construed in accordance with the laws of the State of Florida. Any dispute with respect to this Agreement is subject to the laws of Florida, venue in Miami-Dade County. Each party shall be responsible for its own attorneys' fees and costs incurred as a result of any action or proceeding under this Agreement. Each party waives its rights to jury trial.

**J. NOTICES**

All notices or communication under this Agreement by either party to the other shall be sufficiently given or delivered as follows:

**In the case of notice or communication to Village:**

Name/Title: Edward Silva, Village Manager  
If designee, you must be authorized to sign on behalf of the entity.

Government: Village of Palmetto Bay, Florida

Address: 9705 East Hibiscus Street

City, State & Zip: Palmetto Bay, FL 33157

Phone: 305-259-1234

Email: esilva@palmettobay-fl.gov

**With copies to:**

Human Resources and Communications Director  
Village of Palmetto Bay  
9705 East Hibiscus Street  
Palmetto Bay, FL 33157

**And to:**

Village Attorney  
Village of Palmetto Bay  
9705 East Hibiscus Street  
Palmetto Bay, FL 33157

**In the case of notice or communication to M-DCPS:**

Miami-Dade County Public Schools  
Office of Community Engagement  
1450 N.E. 2nd Avenue, Suite 202  
Miami, FL 33132  
305-995-3050

**With a copy to:**

The School Board of Miami-Dade County, Florida  
Attn: Alberto M. Carvalho, Superintendent  
1450 N.E. 2nd Avenue, Suite 912  
Miami, FL 33132

**And a copy to:**

The School Board of Miami-Dade County, Florida  
Attn: Walter J. Harvey, School Board Attorney  
1450 N.E. 2nd Avenue, Suite 430  
Miami, FL 33132

**SIGNATORY FORM**

**IN WITNESS HEREOF THE PARTIES HERETO HAVE CAUSED TO BE EXECUTED BELOW THE SIGNATURES OF THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO WHO ARE FULLY AND DULY AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE RESPECTIVE PARTIES HERETO:**

**For: Village of Palmetto Bay, a municipal corporation of the State of Florida**

By: \_\_\_\_\_  
Edward Silva, Village Manager

Attest: \_\_\_\_\_  
Missel Arocha, Village Clerk

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

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

**APPROVED AS TO INSURANCE REQUIREMENTS:**

**APPROVED AS TO FORM AND CORRECTNESS:**

By: \_\_\_\_\_  
Desmond Chin, Finance Director

By: \_\_\_\_\_  
Dexter Lehtinen, Village Attorney

**DEPARTMENT OF HUMAN RESOURCES AND COMMUNICATIONS:**

\_\_\_\_\_  
Olga Cadaval, Human Resources and Communications Director

**For: The School Board of Miami-Dade County, Florida**

\_\_\_\_\_  
Alberto M. Carvalho  
Superintendent's Name (Print)

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

**Approved as to Legal Form and Legal Sufficiency:**

\_\_\_\_\_  
Attorney for School Board of Miami-Dade County, Florida

\_\_\_\_\_  
Date

**Reviewed and Approved:**

\_\_\_\_\_  
Risk Management / Miami-Dade County Public Schools

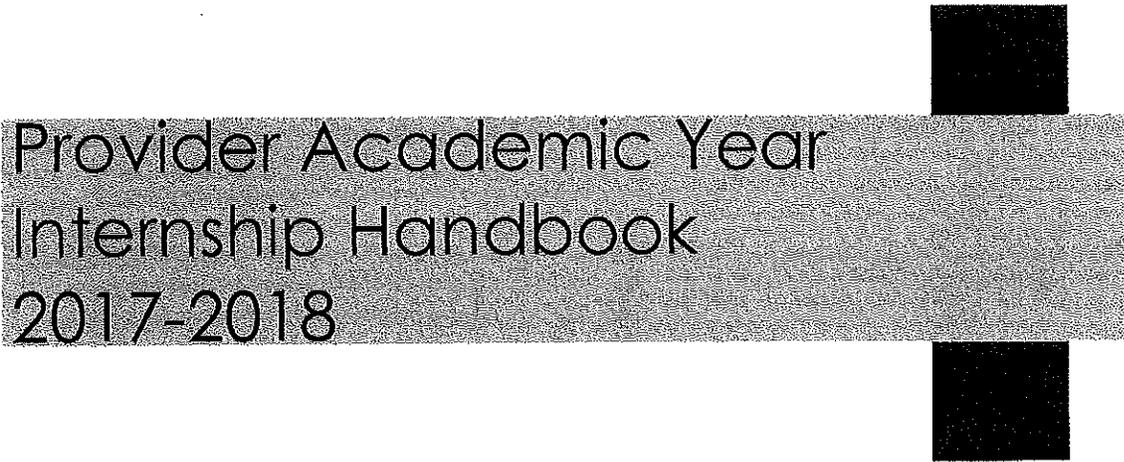
\_\_\_\_\_  
Date

**Please return three (3) signed original copies to:**  
  
Miami-Dade County Public Schools  
Office of Community Engagement  
1450 N.E. 2<sup>nd</sup> Avenue, Suite 202  
Miami, FL 33132

Attachments: M-DCPS Academic Year Internship Provider Handbook

# **Miami-Dade County Public Schools**

Office of Community Engagement



Provider Academic Year  
Internship Handbook  
2017-2018

# **THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

Dr. Lawrence S. Feldman, Chair  
Dr. Marta Pérez, Vice-Chair  
Dr. Dorothy Bendross-Mindingall  
Ms. Susie V. Castillo  
Dr. Steve Gallon III  
Ms. Perla Tabares Hantman  
Dr. Martin Karp  
Ms. Lubby Navarro  
Ms. Mari Tere Rojas

Mr. Alberto M. Carvalho  
Superintendent of Schools

Ms. Iraida R. Mendez-Cartaya  
Associate Superintendent  
Office of Intergovernmental Affairs, Grants Administration,  
and Community Engagement

Ms. Lisa Thurber  
District Director  
Office of Community Engagement

Ms. Natalia Zea  
Director  
Office of Community Engagement

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## Introduction

Are you looking for an energetic and dynamic addition to your team, while also giving back to our community, by helping to inspire and shape the next generation of the workforce? Accepting a Miami-Dade County Public Schools (M-DCPS) intern into your company or organization provides an opportunity to accomplish both goals.

Since 1958, M-DCPS high school juniors and seniors have paired with professionals to offer their skillset, positive attitude, and eagerness to learn. In turn, internship providers share their time and talents to provide interns meaningful, career-related experiences. The Academic Year Internship is designed to give students real-life work experiences, helping them discover first-hand what it takes to be successful in that particular career field.

During the internship, student interns should take on the roles and responsibilities of a valued member of the company or organization. It is important that the interns understand their attendance, punctuality, dress, and work ethic should reflect well upon themselves; as well as their parents, teachers, schools, and peers.

Student interns receive course credit, and are not paid. You may, of course find your intern is such a valuable member of your team that you choose to hire him/her after their internship program is complete.

The Office of Community Engagement is here to support you. If you have any questions, concerns, or issues that arise, don't hesitate to contact us at 305-995-3050, or [Internships@dadeschools.net](mailto:Internships@dadeschools.net).

Thank you for your participation.

## **Becoming an Internship Provider**

Thank you for your choice to become an Academic Year Internship provider to a Miami-Dade County Public Schools junior or senior.

If you would like to host an intern(s) for the 2017-2018 academic year, please contact the Office of Community Engagement at 305-995-3050. You may also email us at [Internships@dadeschools.net](mailto:Internships@dadeschools.net).

All providers are required to sign a cooperative agreement with M-DCPS.

## **Your Role as an Internship Provider**

As an internship provider you facilitate the environment that enables the intern to learn valuable, lifelong skills including:

- Developing, and measuring achievable short-term and long-term goals
- Positive values, such as working with a team and being a contribution to others
- Personal and social responsibility, and accountability

In addition, enabling the intern to become an impactful member of your team, may provide your workplace with a new, fresh approach.

At the end of the academic year, students will be asked to complete a survey evaluating their experience during the internship.

## Internship Provider's Responsibilities

### Cooperative Agreement

As part of the registration process, the Office of Community Engagement will request that the internship provider execute a Cooperative Agreement before accepting an intern. Please find the Cooperative Agreement by clicking on this link: <http://www.engagemiamidade.net/community-internships>.

- The Cooperative Agreement must be signed by the business or organization's registered agent or other listed party, verified through Sunbiz.org.
- Two (2) original signed Cooperative Agreements must be submitted by mail or in person to 1450 NE 2<sup>nd</sup> Avenue Room 202, Miami, FL 33132. Cooperative agreements cannot be faxed or emailed.

Please note, immediate family members are not permitted to serve as a student's mentor. In addition, students may not intern in a home-based business.

### Intern Evaluation

As the internship provider, you will have the opportunity to evaluate the intern, throughout the progression of the internship. That evaluation is the basis for the student's grade.

You will be required to submit a student evaluation every nine (9) weeks. The grade is based on the student's performance at the internship site and should be given after considering the following criteria:

- Attendance/Punctuality
- Communication Skills/Interest Level
- Reliability/Motivation
- Acquired/Learned Skills for Internship

The Office of Community Engagement will email you a Grade Request Report for the evaluation. Information about the Miami-Dade County Public Schools grading system will be included. **Please return the completed Grade Request Report to the Office of Community Engagement by the deadline indicated on the form.**

Miami-Dade County Public Schools is required to inform parents/guardians any time a student's grade could fall to a "D" or "F". If the intern is in danger of receiving one of these grades, please notify the Academic Year Internship Program Director in the Office of Community Engagement immediately, so that we may contact the student's internship coordinator.

If at any time, a student is not fulfilling his/her responsibilities or is not attending the internship regularly, please notify the Office of Community Engagement immediately.

## **Review of Student Forms**

Please familiarize yourself with the required program forms, to help ensure the internship experience goes smoothly.

Student Placement Data Form - Requires your signature as the internship provider and should be returned to the student or submitted to the Office of Community Engagement.

Required Student Procedures - Outlines the student's responsibilities during the internship.

Intern Emergency Contact Information - Should be submitted directly to you.

Log Sheet - The student records his/her attendance and activities each time he/she attends the internship. The log sheet requires your initials as the internship provider.

## **Intern Credits**

To receive full credit for the Academic Year Internship, students must participate in the required hours at their internship site and must complete all required assignments.

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

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

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.

## **Intern Attendance**

At the beginning of the internship, the student and provider work together to establish a convenient time schedule for both parties. All 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 the internship site after sundown, unless they have permission from their internship provider and parent/guardian. Students generally complete their hours during the regular school week.

Regular attendance and punctuality are critical. 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 both should determine an appropriate time to make up the missed hours. 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 internship on that day if prior arrangements have been made with the internship provider.

**(Please refer to the program calendar at the end of this handbook.)**

In the event of an extended illness or absence, the student and internship provider may make alternative arrangements. Students must notify the internship coordinator of any changes in their schedule and/or outline of proposed internship activities.

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

# **Miami-Dade County Public Schools**

## **Office of Community Engagement**

### **Internship Program**

1450 N.E. 2nd Avenue, Room202

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 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. 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.
5. Keep a copy of this form for your records and once you have all needed signatures, scan and email to [Internships@dadeschools.net](mailto: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/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 Form (SPDF). Use information on this form to contact your internship provider and set up an interview. The SPDF must be returned 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 SPDF must be completed.
5. Students are required to maintain a log that is signed by the internship provider during every visit. Student must submit a copy by email to the internship coordinator two weeks prior to completion of grading period.
6. Student cannot hold internship with a 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 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 2<sup>nd</sup> Avenue, Room 202, Miami, Florida 33132  
[Internships@dadeschools.net](mailto: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/Fax: 305-995-3050  
Emails: [\*\*Internships@dadeschools.net\*\*](mailto: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 21	Labor Day; <i>Legal Holiday – NO SCHOOL</i> Teacher Planning Day
October 2 12 26 27	Teacher Planning Day – <i>NO SCHOOL</i> <b>Submit 1<sup>st</sup> Quarter Internship LogSheet to School Internship Coordinator</b> End of Grading Period Teacher Planning Day – <i>NO SCHOOL</i>
November 10 22 23– 24	Veteran's Day; <i>Legal Holiday – NO SCHOOL</i> Teacher Planning Day – <i>NO SCHOOL</i> Thanksgiving Recess – <i>NO SCHOOL</i>
December 21 25 – 29	<b>Submit 2<sup>nd</sup> Quarter Internship Log Sheet to School Internship Coordinator</b> Winter Recess – <i>NO SCHOOL</i>
January 1 - 5 15 18 19 22	Winter Recess – <i>NO SCHOOL</i> Dr. Martin Luther King, Jr. Holiday; <i>Legal Holiday – NO SCHOOL</i> Ending of Grading Period Teacher Planning Day – <i>NO SCHOOL</i> Beginning of Grading Period
February 19	President's Day; <i>Legal Holiday – NO SCHOOL</i>
March 8 22 23 26-30	<b>Submit 3<sup>rd</sup> Quarter Internship LogSheet to School Internship Coordinator</b> Ending of Grading Period Teacher Planning Day – <i>NO SCHOOL</i> Spring Recess
April 2 20	Beginning of Grading Period Teacher Planning Day – <i>NO SCHOOL</i>
May 21 – 24 24 28	LAST WEEK OF INTERNSHIP <b>Submit 4<sup>th</sup> Quarter Internship LogSheet to School Internship Coordinator</b> Memorial Day; <i>Legal Holiday – NO SCHOOL</i>