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ATTACHMENT A

INTERNSHIP MANUAL FOR INTERNS AND SUPERVISORS

MIAMIBEACH

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I. INTRODUCTION

The City of Miami Beach will offer supervised paid and unpaid experiential learning, "internship", for students enrolled at various Universities and Miami Beach high school students. An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. The internship experience aspect of the program may involve observation and participation in planning, conducting, and evaluating face-to-face, supervisory, and executive levels of professional responsibility. The objective of the internship is to provide each student with an opportunity to develop their academic, career and personal development skills and broaden their networking skills.

Internships may be completed throughout the academic year, but students should complete all paperwork for approval as early as possible, and at least two weeks before the internship semester. At first, the student is expected to observe and assist until she/he is somewhat familiar with the staff, the clientele, general policies, procedures, organizational pattern, facilities, and equipment rules and regulations, etc. Then the student should assume increasing responsibilities over time and eventually, under supervision, oversee his/her own program(s).

Purpose of Manual

This manual is intended to enable effective communication among the interns, City of Miami Beach departmental Supervisors, the Chief Education Officer, and the Education and Performance Initiatives team. Procedures detailed in the manual must be followed throughout the course of the internship. The infringement of any procedure may result in disciplinary actions.

Purpose of Internship

The overall purpose of the internship is to offer skill development opportunities for each student to grow personally and professionally to the extent of his/her capabilities. Although specific objectives are expected to vary for each student and each department, the following objectives should apply:

1. To give each student an opportunity for practical experience in the City of Miami Beach and administration of various program areas.
2. To increase his/her knowledge and skills at the face-to-face or online supervisory, and executive levels of leadership.
3. To enable each student to understand and appreciate the professional duties and responsibilities of personnel in the assigned department.
4. To help each student determine his/her professional strengths and weaknesses.
5. To help each student develop skills and experience needed for career advancement.
6. To assist the university in (a) evaluating student performance and improving curriculum, and (b) providing opportunities for the faculty to confront practical problems and interact with field professionals.
7. To permit the City of Miami Beach and interns to exchange new and innovative concepts.

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II. RECRUITMENT PROCESS

Recruiting Undergraduate and Graduate College Interns

Application windows for the interns are approximately as follows:

Internship Recruitment Dates		
Semester	**Application Window**	**Internship Dates**
Spring	October- November	January- April
Summer	January- February	May- July
Fall	May - June	August- December

Recruiting Local South Florida Paid Interns

1. The Education and Performance Initiatives team will review the Universities' calendar for the upcoming semester to establish the application window, application deadline, and the start/end dates of the internship for the upcoming semester. Application deadline should be approximately 2 months before the start of the internship (See chart above.)
    a. Update the paid internship flyer for undergraduate and graduate students with the application deadline for the upcoming semester.
    b. Post the paid internship application on Florida International University, University of Miami, Nova Southeastern, and Florida Memorial's Handshake platforms.
    c. Reach to the Career Services contact at each university to request assistance in sharing the flyer with students and promoting the opportunity.
    d. Download application packages from Handshake in the days following the deadline. Applicants must submit their resume, cover letter, and transcript through the Handshake platform by the deadline to be considered.
2. Chief Education Officer will email applications received to department directors.
3. Department directors will email Chief Education Officer names of who they wish to interview.
4. The Education and Performance Initiatives team will schedule interviews and send calendar invites. Each applicant will receive the Department's workplan to review prior to interview. (*See Email Sample A: Scheduling Interview)*
    a. Provide schedule and interview questions to be used by departments.
5. When selection is made, the Education and Performance Initiatives team will contact the applicants selected (*See Email Sample B: Selected*) and will provide their resume to HR to complete background.
    a. Education and Performance Initiatives team will send regret email to all applicants who were not selected (*See Email Sample C: Regret Email*)
6. Selected applicants must be cleared by HR and go through onboarding with Chief Education Officer prior to start date.
7. Education and Performance Initiatives team will confirm start date with the paid intern and their department.

Recruiting Other University Partnerships:

Other University Partners:	
University	**Internship Dates**
Columbia	• Spring CCE Internships+ Program: January- April (8-12 hours/week)
Harvard	• Summer: Mindich Service Fellowship (June- August)
MIT	• Winter: January (4 weeks; 120-160 hours total) • Summer: June- August (8-10 weeks; 300-400 hours total)

1. The Education and Performance Initiatives team will contact University partner (Harvard, MIT, Columbia) in the semester prior to share information on projects which department directors are seeking interns for.
    a. Complete agreements with university partners.
    b. Confirm application window, deadline, and decision turnaround time. If applicable, post on Handshake.
    c. Receive resumes from University partner.
2. Chief Education Officer will email applications received to department directors.
3. Department directors will email Chief Education Officer names of who they wish to interview.
4. The Education and Performance Initiatives team will schedule interviews and send calendar invites. Each applicant will receive the Department's workplan to review prior to interview. (*See Email Sample A: Scheduling Interview)*
    a. The Education and Performance Initiatives team will provide schedule and interview questions to be used by departments.
5. When selection is made, the Education and Performance Initiatives team will contact the applicants selected (*See Email Sample B: Selected*) and will provide their resume to HR to complete background (if applicable.)
    a. Education and Performance Initiatives team will send regret email to all applicants who were not selected (*See Email Sample C: Regret Email*)
6. Selected applicants must be cleared by HR and go through onboarding with Chief Education Officer prior to start date.
7. Education and Performance Initiatives team will confirm start date with the paid intern and their department.

Recruiting High School Interns:

The Chief Education Officer registers annually to participate as a provider in the Academic Year Internship Program (AYIP: https://aymiami.getmyinterns.org) and Summer Youth Internship program (SYIP: https://miami.getmyinterns.org) through Miami-Dade County Public Schools (M-DCPS).

Recruitment:

- An email notification is received when a student expresses interest in City of Miami Beach for AYIP or SYIP
- Education and Performance Initiatives team downloads resumes from Miami Beach students who applied and shares with department directors
    - Upon selection, update MDCPS portal with selection
    - Send names of selected interns to HR for Temporary (unpaid) employee process; No background needed unless working with vulnerable population

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Recruiting Email Samples

Email Sample A: Scheduling Interview

Hello _____,

We've received your resume for a paid internship at the City of Miami Beach and would like to schedule an interview with you.

Are you available _____ at ____am for a 15-minute Zoom interview? If that time does not work well for your schedule, please let me know another time on _____ that works for you.

The department that will be interviewing you is _____. Please review their workplan in advance at (insert link). The internship is an in-person opportunity at the City of Miami Beach.

Sincerely,

_____

Email Sample B: Selected

Hello _____,

Thank you for your interest in an internship with the City of Miami Beach. We'd like to offer you a paid internship this _____ in the _____ Department.
As discussed, the internship will be for $___ per hour beginning the week of _____ for 240 hours during the _____semester. Please **reply all** to let us know your desired start date. Ana Ramos from HR will be contacting you for next steps which will include background, parking information and building access.

Thank you,

_____

Email Sample C: Regret Email

Dear _____,

The City of Miami Beach Student Internship Program receives many outstanding applications, and the department has to make difficult choices. While we were very impressed with your application, it is with much regret that we inform you that you have not been selected to participate in the program this semester.

Based on your strong academic record and interest, we hope you will consider reapplying for an internship in an upcoming semester.

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If you have any questions about the City of Miami Beach Student Internship Program, please do not hesitate to contact us by phone at 305.673.7710 or via email at education@miamibeachfl.gov. Thank you for your interest in the City of Miami Beach.

Sincerely,

_____

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III. RESPONSIBILITIES

A. **The University Will:**

1. Identify professor/administrator to serve as academic advisors to participating students (if applicable). The assigned University professor/administrator will:
   a. Help students prepare for Internship
   b. Visit the City, observe the student, and meet with the student and the Chief Education Officer and Education and Performance Initiatives team at least once
   c. Evaluate internship reports and discuss the reports with the students and the Chief Education Officer and Education and Performance Initiatives team at least twice per semester
   d. Evaluate and assist the student in self-evaluation of his/her internship performance and professional potential and development.
   e. Assign the student's final grade for internship, in consultation with the Chief Education Officer and Education and Performance Initiatives team.
2. The professor/administrator will identify and refer qualified applicants to the City of Miami Beach. Representatives will be invited to participate in the selection committee and interviews for all qualified applicants (if applicable).

B. **The City Will:**

1. Complete a Joint Contract Agreement Form and Affiliation Agreement with the credit issuing University.
2. Communicate the aims and outcomes of the internship program to the City's designated supervisors.
3. Communicate the internship program to the city staff and help the student gain acceptance as a member of the staff.
4. Interview and select students in consultation with the university.
5. Orient, introduce and identify the students as a staff member and thus place in a position in which s/he may expect courtesy, consideration, and respect from colleagues and the clientele of the City.
6. Assign a qualified supervisor for each student, in consultation with the university.
7. Assist each student in developing a sound plan of study and experiences to meet his/her individual needs while simultaneously contributing to the City.
8. Communicate and schedule check ins with interns to keep track of the internship.
9. Evaluate and assist in grading the student (if applicable).
10. Review submittal of intern hours on a weekly basis.
11. Participate in periodic evaluation conferences with the university personnel to improve the internship program.

C. **The Student Will:**

1. Review Policies and Procedures, Manuals, and any necessary paperwork needed for any new employee at the City.
2. Complete online trainings within the first week of the internship as required for all employees reporting to the City Manager.
3. Establish a work schedule with the Chief Education Officer, Education and Performance Initiatives team, and the departmental supervisor in relation to the academic calendar.
4. Communicate feasible absences in advance to supervisor (i.e. spring break)
5. Communicate any requests for changes to the agreed upon schedule with supervisor.
6. Perform his/her work responsibilities in a professional and timely manner, participate in all training and study sessions, attend scheduled conferences, and submit all reports required by the City.
7. Prepare and submit required reports and assignment as needed by department supervisor.
8. Paid interns MUST notify the Chief Education Officer, the departmental supervisor, and the payroll coordinator of the Office of Education and Performance Initiatives team weekly with the number of hours worked by submitting weekly hours through the SharePoint by 3 PM each Thursday. If out of office for a week, intern will submit timesheet in SharePoint with all zeroes in advance of weekly deadline. Failure to submit hours as required will result in termination of the internship.

IV. PROCEDURES

A. Paid Intern (University)

Approximately twelve internship positions will be offered per semester. Students will be assigned to a position based on the student's academic merit, recommendation, experience, and interests. Work schedules will be based on the student's academic schedule. The following standards established by the National Association of Colleges and Employers (NACE) must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom.
2. The skills or knowledge learned must be transferrable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of expertise.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by CMB that support learning objectives/goals.

Responsibilities:

1. Students must register for the zero-credit internship course (if applicable) during the individual university enrollment period which allows for a record of the internship on the transcript, unless the hired student has arranged for alternate internship credit through their department.
2. As part of the onboarding process, interns must undergo all Human Resources procedures before commencing the internship. This includes:
    - Background Check
    - ID
    - Parking access
    - IT access
3. Students will report to the Chief Education Officer/Education and Performance Initiatives team, who will introduce them to their assigned department for the remainder of the internship, and the departmental supervisor who will oversee their day-to-day activities.
4. Students must coordinate with their departmental supervisors on a work schedule based on the academic schedule.
5. Students will report to their assigned departments on the days agreed upon, and perform the duties assigned to them by their departmental supervisor in a timely manner.
6. Weekly, students must report their hours via automated system to:
    - Departmental supervisor for approval
    - Chief Education Officer, and Education Compact Coordinator for payroll purposes
7. Students will be scheduled for meetings with the Chief Education Officer and Education and Performance Initiatives team throughout the internship period to report on assigned projects and/or assignments.
8. Students will be scheduled for an exit interview and survey with the Chief Education Officer and Education and Performance Initiatives team and will need to return the Identification cards provided by the City.

A. Unpaid Intern (University)

The City may provide unpaid internship opportunities to students currently enrolled at a college, based on eligibility, and need, if the following criteria is met:

1. The internship, even though it includes actual operation of the facilities of the employer, is like training in which would be given in an educational environment.
2. The internship is for the benefit of the intern
3. The intern does not displace regular employees, but works under close supervision of existing staff
4. The City derives no immediate advantage from the activities of the intern, and on occasion its operations may be impeded
5. The intern is not entitled to a job at the conclusion of the internship
6. The City and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Responsibilities:

1. As part of the onboarding process, interns must undergo all Human Resources procedures before commencing the internship. This includes:
   - Background Check
   - ID
   - Parking access
   - IT access
2. Students will report to the Chief Education Officer and Education and Performance Initiatives team, who will introduce them to their assigned department for the remainder of the internship, and the departmental supervisor who will oversee their day-to-day activities.
3. Students must coordinate with their departmental supervisors on a work schedule based on the academic schedule.
4. Students will report to their assigned departments on the days agreed upon, and perform the duties assigned to them by their departmental supervisor.
5. Upon completion of the unpaid internship, the student will need to return the identification card provided by the City.

B. Unpaid Intern (High School)

The placement of high school interns (M-DCPS) will be coordinated by the Chief Education Officer and Education and Performance Initiatives team. High school interns will receive course credit and are not paid.

Responsibilities:

1.
2. As part of the onboarding process, interns must undergo all Human Resources procedures before commencing the internship. This includes:
   - Background Check (If working with vulnerable populations)
   - ID
   - Parking access
   - IT access
3. Students will report to the Chief Education Officer, who will introduce them to their assigned department for the remainder of the internship, and the departmental supervisor who will oversee their day-to-day activities.
4. Students must coordinate with their departmental supervisors on a work schedule based on the academic schedule.
5. Students will report to their assigned departments on the days agreed upon, and perform the duties assigned to them by their departmental supervisor.
6. Upon completion of the unpaid internship, the student will need to return the identification card provided by the City.

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V. SUPERVISOR QUICK TIPS

The intern supervisor will serve as a mentor. They will provide interns:

- An opportunity to develop their academic skills
- An opportunity to develop career and personal development skills
- An opportunity to develop networking skills

Mentors will communicate effectively by:

- Having an open line of communication that offers time to be available to the intern
- Scheduling weekly check in meetings at a minimum to discuss about the intern's progress
- Answering any question, he/she/they may have
- Maintaining a professional relationship with the intern, in which he/she/they can count on you

Mentors will maintain a professional environment by:

- Encouraging the intern's growth through various tasks and meaningful projects
- Understanding the interns are students who are learning
- Discussing and determining a work schedule for the intern

Mentors will assume responsibility by:

- Showing how to apply theoretical knowledge from the classroom to real-world situations
- Providing guidance in interpersonal interactions, communications, and task achievement
- Developing learning objectives and goals with the intern
- Monitoring the intern to ensure they are completing assigned duties and staying busy
- Evaluating the intern's progress and providing feedback often
- Providing opportunities for increased responsibility and skill development
- Communicating any changes or concerns regarding the internship to the Education and Performance Initiatives team
- Approving all internship hours
- Completing exit survey for each of their intern at the end of the intern's internship
    - Supervisor exit survey: https://wh1.snapsurveys.com/s.asp?k=167786862918

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VI. PERFORMANCE DISCLOSURE

Interns performing unsatisfactory work during the internship may be removed from an internship placement.

The following process will occur if an intern is to be removed:

1. In the event of an unsatisfactory performance report from the City during an internship, the Chief Education Officer will discuss the issues and problems with the intern and develop an appropriate plan of corrective action.
2. In the event an intern's behavior or actions create concerns for the well-being of the City's clients or personnel, the Chief Education Officer will meet to determine an appropriate course of action. Behavior or conduct that places client at risk is grounds for immediate dismissal.
3. Interns receiving an unsatisfactory grade or who are removed for conduct reasons will not be permitted to resume another placement.
4. Requests for alternative department placement will be reviewed by the Chief Education Officer.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

OFFICE OF FAMILY & COMMUNITY ENGAGEMENT

ACADEMIC YEAR INTERNSHIP PROGRAM

PROVIDER HANDBOOK

2023-2024

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2023-2024 Program Timeline

April 3, 2023	Registration opens for internships
April 28, 2023	Deadline for students to be approved
May 1 - May 12, 2023	Find an internship placement
May 15, 2023	Confirm/Verify placement online
May 16 - June 2, 2023	Coordinators ensure internship course codes are requested through the school registrar to be on students' schedule for next school year
August 2024	First day of school

Tasks for Students = BLUE

Tasks for Coordinators = PURPLE

Your Role as an Internship Provider

Thank you for your interest in becoming an Academic Year Internship Program provider to a Miami-Dade County Public Schools (M-DCPS) junior or senior. Internship Providers are professional mentors who offer time and talents to high school student interns by providing meaningful, career-related experiences. The objective is to show interns what it takes to be successful in that particular career field.

As an internship provider you facilitate the environment that enables the interns 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 making a difference
- 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. As this is an honors internship program, it is intended to provide the intern with a comprehensive understanding of the multiple facets of a workplace, including at its highest levels. The work assigned to an intern should not replace the work normally assigned to an employee. If you choose to compensate your student interns, please indicate so when you register at aymiami.getmyinterns.org.

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

Becoming an Internship Provider

Before being authorized to host a M-DCPS intern, all Internship Providers must complete an online profile on https://aymiami.getmyinterns.org/Account/RegisterCompany. Once completed, providers are required to sign a cooperative agreement which outlines the roles and responsibilities. We also encourage you to read this handbook to familiarize yourself with the program. Immediate family members are not permitted to serve as a student's mentor.

Signing the cooperative agreement does not guarantee an intern will be placed within the positions you have available.

The cooperative agreement must be completed fully and signed by an authorized representative, as outlined by the Florida Division of Corporations. Please follow the instructions on **page 9** of this handbook to execute the agreement.

Please contact the Office of Family and Community Engagement at 305-995-2987 with any questions or concerns. You may also email us at Internships@dadeschools.net.

Internship Provider's Responsibilities

Interviews and Hiring

You will have the opportunity to interview each student interested in joining your team by clicking "consider" when you log in to the https://aymiami.getmyinterns.org . Once you have scheduled an interview and decide a student is great addition to your team, please click on the "hire" button on the website. This finalizes the student's placement for an internship with your organization. The student intern must also notify their school site internship coordinator for final approval.

Scheduling

Prior to the beginning of the internship, the student and provider must work together to establish a convenient time schedule for both parties. The school site internship coordinator must also approve of the established schedule. 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 specific hours the student will be at the internship site.

Grade Evaluations

The provider submits quarterly grade evaluations during the internship. The grade evaluation is required for the entire school year and must be submitted directly to the school internship coordinator. Instructions will be provided via email, at least three weeks prior to the due date. Please add **internships@dadeschools.net** to your safe sender list to ensure you receive all notifications. You will be asked to evaluate students on:

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

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

If at any time, a student is not fulfilling his/her responsibilities or is not attending the internship according to the agreed upon schedule, please notify the Office of Family and Community Engagement immediately.

Intern Activities Log Sheets

As an internship provider, you will also be asked to sign log sheets, which will detail your student intern's activities and scheduled hours throughout the internship. The log sheets assist the school site coordinators in verifying the students are completing all required hours and are engaging in meaningful activities. The log sheets may be returned directly to the student.

Professional Relationships

As an internship provider, it is your responsibility to remain professional with your interns at all times. No relationships of any kind should take place. This should always be a safe space for our students to grow and learn.

Student Emergency Contact Information Form

The student should provide you with an emergency contact form, listing parental and school-site contact information in the event of an emergency. Contact the Office of Family and Community Engagement for all non- emergency matters.

Internship Course Credits

To receive full honors credit for the Academic Year Internship Program (AYIP), students must complete the required hours at their internship site and all required assignments.

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

You may provide a monetary stipend to the student intern, however the Office of Family and Community Engagement must be made aware if that is the intent, to ensure all necessary forms are completed.

Should you decide to hire a student for any hours above the five or ten internship credit hours, 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 required 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, you and the student will work together to establish a convenient time schedule for both parties. The school site internship coordinator must also approve of the established schedule. Students may not remain at the internship site after sundown, unless they have written 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 your approval. The student must notify you prior to any absence or late arrival to their internship site. Failure to do so will affect the student's grade.

(This does not apply to virtual internships. Only in-person internships) Students are **not** required to attend their scheduled internship day if it falls on a teacher planning day or holiday. (As outlined in 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 school 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.

Cooperative Agreement Instructions:

- Please fill out and sign the Internship Cooperative Agreement on page nine -- Company Company Name, Authorized Signor. This information must **MATCH** what is listed on sunbiz.org for the company.
- Please note, the agreement may ONLY be accepted by an authorized signor listed per the Florida Division of Corporations, as verified through Sunbiz.org.
- To verify the information, please click the link below which will take you to Sunbiz.org http://search.sunbiz.org/Inquiry/CorporationSearch/ByName
- **The address listed on sunbiz.org must pertain to a commercial property. If not, please fill out the agreement on page 10 which states students will not report to the residential address.**
- Scan and email the signed cooperative agreement to Internships@dadeschools.net.
- You will receive a confirmation email once the agreement is executed, with a copy of the executed agreement for your records

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
Internship Cooperative Agreement

Internship programs are planned to develop students academically, economically and socially. There are responsibilities to the internship provider that must be considered.

The Internship Provider Company agrees to comply with all requirements found in the Internship Provider Handbook, incorporated herein by reference and attached hereto, which may be amended from time to time by the Office of Community Engagement:

1. Place the student intern in his/her business organization under the supervision of a qualified supervisor for the purpose of providing workplace readiness experience;
2. Adopt a background screening process that is, at a minimum, consistent with M-DCPS guidelines for the person(s) who will be supervising the student;
3. Provide the student with same consideration given employees with regard to safety, health, general working conditions, and other policies and procedures of the business;
4. Adhere to all state, federal, and School Board policies, including but not limited to nondiscrimination in employment and educational programs or activities with regards to race, gender, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preferences or disabilities;
5. Hold harmless and indemnify the School Board of Miami-Dade County, Florida and its members, officers and employees against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, arising out of bodily injury or property damage arising out of or incidental to the negligent performance of this Agreement by or on behalf of the Internship Provider. However, nothing herein shall be deemed to indemnify the School Board for any liability or claim arising out of the negligent performance or failure of performance of the School Board or as a result of the negligence of any unrelated third party; and
6. Be subject to all applicable federal and Florida laws and School Board policies relating to the confidentiality of student records.
7. Understands and agrees that it is subject to all federal and state laws and School Board Policies relating to the confidentiality of student information specifically The Family Educational Rights and Privacy Act, 34 C.F.R. §99 et. seq. All student information shall be regarded as confidential and not disclosed to any third-party.
8. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, venue in Miami-Dade County.
9. Comply with Florida's Public Records Laws as delineated in Fla. Stat. 119, and laws relating to records retention.
10. This Agreement shall terminate three (3) years from the date of the District Administrator's Signature below. In the event of an issue involving the health, safety, or welfare of student interns, The School Board and/or its designee at its sole discretion, may terminate this Agreement immediately with reasonable written notice tothe provider.
11. **Please check one of the following:**
    - ☐ I intend to pay student a monetary stipend
    - ☐ I do **NOT** intend to pay student a monetary stipend

_____
Internship Provider Company Name as set forth with the Florida Division of Corporations

Internship Provider Company Authorized Representative (as set forth with the Florida Division of Corporations)	Signature	Date
District Administrator Print	Signature	Date

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
Internship Cooperative Agreement
Residential or Virtual Business

Internship programs are planned to develop students academically, economically and socially. There are responsibilities to the internship provider that must be considered.

The Internship Provider Company agrees to comply with all requirements found in the Internship Provider Handbook, incorporated herein by reference and attached hereto, which may be amended from time to time by the Office of Community Engagement:

1. Place the student intern in his/her business organization under the supervision of a qualified supervisor for the purpose of providing workplace readiness experience;
2. Adopt a background screening process that is, at a minimum, consistent with M-DCPS guidelines for the person(s) who will be supervising the student;
3. Provide the student with same consideration given employees with regard to safety, health, general working conditions, and other policies and procedures of the business;
4. Adhere to all state, federal, and School Board policies, including but not limited to nondiscrimination in employment and educational programs or activities with regards to race, gender, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preferences or disabilities;
5. Hold harmless and indemnify the School Board of Miami-Dade County, Florida and its members, officers and employees against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, arising out of bodily injury or property damage arising out of or incidental to the negligent performance of this Agreement by or on behalf of the Internship Provider. However, nothing herein shall be deemed to indemnify the School Board for any liability or claim arising out of the negligent performance or failure of performance of the School Board or as a result of the negligence of any unrelated third party; and
6. Be subject to all applicable federal and Florida laws and School Board policies relating to the confidentiality of student records.
7. Understands and agrees that it is subject to all federal and state laws and School Board Policies relating to the confidentiality of student information specifically The Family Educational Rights and Privacy Act, 34 C.F.R. §99 et. seq. All student information shall be regarded as confidential and not disclosed to any third party.
8. This Agreement shall be governed by, and construed in accordance with the laws of the State of Florida, venue in Miami-Dade County.
9. Comply with Florida's Public Records Laws as delineated in Fla. Stat. 119, and laws relating to records retention.
10. This Agreement shall terminate three (3) years from the date of the District Administrator's Signature below. In the event of an issue involving the health, safety, or welfare of student interns, The School Board and/or its designee at its sole discretion, may terminate this Agreement immediately with reasonable written notice to the provider.
11. Although the principal address for this Provider, as filed with the Florida Division of Corporations, is a residential address, the Internship Provider agrees the intern shall never report to the residential address and shall only perform services in **authorized locations**.
12. **Please check one of the following:**

    ☐ I intend to pay student a monetary stipend

    ☐ I do **NOT** intend to pay student a monetary stipend

    Please check one of the following:

    ☐ My business is registered with a residential address, but students will report to a commercial address (Show proof)

    ☐ Students will only report virtual to my opportunity

_____

Internship Provider Company Name (as set forth with the Florida Division of Corporations)

Internship Provider Company Authorized Representative (as set forth with the Florida Division of Corporations)	Signature	Date
M-DCPS District Administrator Print Name	Signature	Date

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

2023-2024 SCHOOL CALENDAR

ELEMENTARY AND SECONDARY

JULY 2023

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023

M	T	W	T	F
	1	2	3	4
7	8	9	O 10	O 11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25 a	26	27	28	29

OCTOBER 2023

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 2023

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER 2023

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22 a
25	26	27	28	29

JANUARY 2024

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19 a
22	23	24	25	26
29	30	31		

FEBRUARY 2024

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH 2024

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22 a
25	26	27	28	29

APRIL 2024

M	T	W	T	F
1	2	3	4	5
8	9	10 a	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE 2024

M	T	W	T	F
3	4	5	6	7
O 10	O 11	12	13	14
17	18	19	20	21
24	25	26	27	28

- New Teachers Report
- Teacher Planning Day
- District-wide Professional Development Day
- Legal Holiday (12 month)
- Recess Day (10 month)
- Recess Day
- Beg/End of Grading Period
- Legal Holiday
- O Available to opt
- a Teacher Planning Day available to opt

DAYS IN GRADING PERIOD
1 - 49
2 - 41
3 - 50
4 - 40

For information on employee opt days, please refer to the back of calendar.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS
2023-2024 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

August 14, 2023	Teacher planning day; not available to opt; no students in school
August 15	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
August 16	Teacher planning day; not available to opt; no students in school
August 17	First Day of School; begin first semester
September 4	Labor Day; holiday for students and employees
September 25*+#	Teacher planning day; no students in school
October 26	End first grading period; first semester
October 27	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 30	Begin second grading period; first semester
November 10	Observance of Veterans' Day; holiday for students and employees
November 20-22	Recess Days
November 23	Thanksgiving; Board-approved holiday for students and employees
November 24	Recess Day
December 22*+#	Teacher planning day; no students in school
December 25 – January 5	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 15	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 18	End first semester and second grading period
January 19*+#	Teacher planning day; no students in school
January 22	Begin third grading period; second semester
February 19	All Presidents Day; holiday for students and employees
March 22*+#	Teacher planning day; no students in school
March 25-29	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
April 9	End third grading period; second semester
April 10*+#	Teacher planning day; no students in school
April 11	Begin fourth grading period; second semester
May 27	Observance of Memorial Day; holiday for students and employees
June 6	Last Day of School; end fourth grading period; second semester
June 7	Teacher planning day; not available to opt; no students in school

NOTE: Every Wednesday students in elementary schools (Grades 2-5) and K-8 Centers (Grades 2-8) are released one (1) hour early

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 7, 2023	June 7, 2024
Assistant Principals and 10-month clerical	August 7, 2023	June 14, 2024
Cafeteria Managers	August 9, 2023	June 7, 2024
Satellite Assistants	August 13, 2023	June 6, 2024
All Instructional Staff, Paraprofessionals & Security	August 14, 2023	June 7, 2024
Assistant to Cafeteria Managers/MAT Specialists	August 15, 2023	June 6, 2024
Cafeteria Workers (part-time)	August 17, 2023	June 6, 2024

***Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 10, 11, 2023, or June 10, 11, 2024, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, August 10, 11, 2023, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 3, 4, 2023 or June 10, 11, 2024, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.

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CONTACT INFORMATION

Miami-Dade County Public Schools
Office of Family and Community Engagement
1450 N.E. Second Avenue, Room 202
Miami, Florida 33132

Academic Year Internship Program
Program Manager
Alyssa Ulloa

For inquiries email
internships@dadeschools.net

www.engagemiamidade.net/internships

@MDCPSCOMMUNITY