

**INTERNSHIP PROVIDER HANDBOOK**

**2019**

**SUMMER  
YOUTH  
INTERNSHIP  
PROGRAM**

***Managing A  
Quality Internship***

*Sponsored By*



JPMORGAN CHASE & CO.



# Introduction

## PROVIDING AN INTERNSHIP

### What is an Internship?

Hands-on learning and skills development with real-world work experience under the guidance and supervision of supportive adults who have relevant knowledge and skills in their field. Internships are critically important for young people as they prepare them for life after high school. An internship that provides a rich learning environment sends an important message to students that **learning and earning are intrinsically related.**

*Many of the students available for interning have begun training in skills for careers that align to the "Target Industries" as identified in the "One Community One Goal" strategy.*

### Our students are the future and we need your help to prepare them to be their best!

Developing young talent is one of the smartest decisions a business can make. Career path decisions are made early, so when you hire high school students now, you create a pathway back to your business for future employees.

The goals of our summer internship program are to promote students' interest in post-secondary education, and to develop the skills that are required to be successful in the 21st century workplace. You'll be helping our students, and also helping your business by tapping into this excellent source of energetic young talent!

### The Summer Youth Internship Program Is:

- Project based with learning goals structured into the experience
- Internship Provider/Employer interviews and hires student intern
- Payment to students by grant (or employer)
- A work/learn exchange between student and your business
- Offers opportunity for intern to learn all aspects of the workplace
- Student commitment of minimum 30 hours per week, for five weeks
- Academic credit earned by students with successful internship evaluation and completion of academic assignments
- Interns insured through school accident policy
- Monitored by an instructional supervisor and workplace supervisor

### An Internship Is Not:

- Free help or volunteering
- Job shadowing
- Training or mentoring (with no productive work)
- More than 20% "busy work" (such as filing, errands, covering phone, etc.)

## Table of Contents

Overview of Summer Youth Internship Program .....	1
Employer's Role in Internship.....	2
Protocols of Summer Youth Internship Program .....	3
Preparing Student Interns .....	5
Managing the Internship.....	6
Following Internship Rules & Procedures .....	7
Supporting Academic Internship Assignments .....	8
Managing the Intern Time Sheet .....	9
Evaluating the Internship.....	10
Addendum .....	11
Internship Provider, Instructional Supervisor, Student, and Parent Responsibilities .....	12
Safety Agreement.....	13
Emergency Student Data Form .....	14
Field Trip Form .....	15
Time Sheet .....	16
Internship Provider Survey Evaluation .....	17
Assessment for NAF Academy Interns.....	18
U.S. Dept. of Labor Fact Sheet #71: Internship Programs .....	21
Provisions of the Florida and Federal Child Labor Laws.....	22
Frequently Asked Questions.....	24



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South Florida Educational Federal Credit Union

## Overview of Summer Youth Internship Program

<b>DATES/LENGTH</b>	July 1, 2019 – August 2, 2019 Application Deadline is May 31, 2019
<b>REQUIRED HOURS</b>	150 HOURS – All hours must be completed prior to the end of the SYIP Program (August 2)
<b>SUGGESTED SCHEDULE</b>	30 HOURS PART TIME WEEKLY (Five Weeks)
<b>STUDENT POPULATION</b>	Rising 10 through 12 Grade high school students between the ages of 15-18 and enrolled in Miami-Dade County Public High Schools
<b>ELIGIBILITY</b>	Students must be eligible to work, reside in Miami-Dade County, open an account with the South Florida Educational Federal Credit Union the ONLY Financial Institution for the SYIP program; and complete the online pre-internship course. Emphasis will be given to at-risk students who meet one of the following criteria: Free/Reduced Lunch or English Language Learners (ELL) or Truant (15 or more unexcused absences).
<b>STUDENT INTERVIEWS</b>	Employers can register at <a href="https://miami.getmyinterns.org">https://miami.getmyinterns.org</a> and schedule interviews at: 1) School site (prior arrangement must be made with school) or 2) Employer work location or 3) Employer Orientation Sessions on June 19 and 20 (Hosted by MDC)  <b>Please Note:</b> The internship provider (Internship Employer) has the final say on the selection of the student intern pending that the student has met established criteria.
<b>METHOD OF PAYMENT</b>	<b>Sponsored by Miami-Dade County, The Children's Trust, Royal Caribbean Cruise Ltd. and CareerSource South Florida</b> 1) Summer Youth Internship Program (SYIP) Students will receive 3 payments <ul style="list-style-type: none"> <li>o 1<sup>st</sup> week on the job \$100 to cover Incidentals and includes transportation stipend</li> <li>o 2<sup>nd</sup> payment Week 3 - \$634.50</li> <li>o 3<sup>rd</sup> payment Week 5 - \$634.50 - after all assignments and timesheets are submitted to teacher/instructional internship supervisor</li> </ul> <b>Students must open an account with the official credit union of the SYIP Program, South Florida Educational Federal Credit Union by May 31, 2019.</b>  2) COMPANY PAYROLL – paid directly to student
<b>SUPERVISION</b>	A workplace supervisor from the employing organization will evaluate the intern twice during the internship and an M-DCPS teacher supervisor will be assigned to the intern and will communicate twice with the workplace supervisor and intern (one on-site visit and one phone contact during the 5-week internship period).
<b>STUDENT ACCIDENT INSURANCE</b>	<b>THERE IS NO LIABILITY FOR THE EMPLOYER AS ALL INTERNS ARE REQUIRED TO OBTAIN STUDENT ACCIDENT INSURANCE.</b> <b>(Football Insurance is not acceptable)</b>  <b>For more information, call the SYIP Hotline at 305-693-3005.</b>

# EMPLOYER'S ROLE IN INTERNSHIP

## Before the Internship

### Establish A Learning Project

We want our student to work for you and learn from you. Design a project for the intern that is worthwhile for you and at the same time is a rigorous learning experience for the student.

### Interview the Student

Before a student is placed, he/she will meet with you at your company. These "interviews" are designed as a way for both you and the student to make sure that the match is a good one. Students may bring resumes along with prepared questions. During this interview, we suggest that you provide information about the following:

- The organization's purpose and activities
- Your job duties, tasks and responsibilities
- What you want the intern to do
- Other employees who may be working with the intern
- Where the intern will work

## During the Internship

### Provide an Orientation

The sooner the student understands what the organization does and how it operates, the sooner he/she can assume assigned responsibilities and be productive. To help make that happen, you should make your co-workers aware of the arrival of your intern and plan an orientation session.

The orientation might include:

- A tour of the facilities and introduction to other employees
- Reading materials about the organization
- Introduction to the intern's workplace
- Explanation of company policies (attire, behavior, cell phone and e-mail policies, etc.)
- Explanation of work standards and procedures

### Supervise and Mentor the Intern

As an Internship Worksite Supervisor, you will use all the skills that apply to any effective supervisory relationship: motivating, modeling, communicating, delegating, training, coaching, and evaluating. The intern will look to you as a mentor who will assist in making the transition from high school to post-secondary education and work environments.

The student interns will have a "graded" assignment to create and review their personal goals for their internship with you during the first week. And then to review those goals and their work to submit a self assessment during the third week. The work site supervisor will also submit an evaluation of student's work during the fourth week.

Your intern will ask you to sign weekly time sheets. Additionally, we expect that you will meet with your intern regularly to provide feedback concerning their performance. During these meetings, the student can: report on the status of their work, ask questions, learn how they are contributing to the organization, consider why the work needs to be done and who benefits from it, and get a sense of work that lies ahead.

## MIAMI-DADE COUNTY PUBLIC SCHOOLS SUMMER YOUTH INTERNSHIP PROGRAM (SYIP) PROTOCOLS

July 1 through August 2, 2019

Application Deadline: May 31, 2019

The internship is arguably the single most important component of being college and career ready. Students and parents must recognize its importance and plan accordingly. All stakeholders (students, school staff and internship providers) must be aware of and comply with non-negotiable protocols, rules and procedures.

### Protocols for Schools

1. Administrators recruit and support a staff member to be the “Internship Champion.” If a school does not have career academies where a CTE teacher can be the “Internship Champion,” it is suggested that administrators recruit an available staff member.
2. Recruit interns who meet the eligibility criteria for the Summer Youth Internship Program (SYIP).
3. Announce Parent Meetings to students and parents-one session attendance required (Dates: May 7, 8, 9 and 15, 2019; location and other details TBA; Hosted by FIU)
4. Internship Champion facilitates preparation of students with work skills online training (Odysseyware) and disseminates information concerning internship rules, procedures, and policies:
  - Manage enrollment and grading of online Intern Preparation Course. “Internship Champion” contacts CTE office for Odysseyware course professional development and enrollment of students. (Check in My Learning Plan for Internship Preparation Course – Facilitator Training. *Scheduled starting in February 2019*)
  - Review the Student Internship Handbook with the interns (posted on <https://www.ctemi-ami.net/internships-2019/>).
  - Review and approve student account for each intern candidate in <https://Miami.GetMy-Interns.org>
  - Support students in obtaining an account with the South Florida Educational Federal Credit Union by **May 31, 2019** for payment of grant stipends.
  - Publicize and encourage parents to attend a Parent Information Session tentatively scheduled and hosted by FIU on May 7, 8, 9 and 15.
5. Collect all required documents and submit to the district office electronically via online binder (LiveBinder), including proof of insurance, documentation of eligibility to work, etc. by deadline of **May 31, 2019**, if documents are not received by this date the student will not be eligible to participate in the SYIP program.
6. Notify the Career & Technical Education (CTE) office when the student is hired.
7. Notify student of SYIP status before the close of school year and give student the Internship hotline (305-693-3005) so that the student can contact the CTE Department with placement information or questions after the close of school.
8. Collect and submit by due date to the CTE office all required documents for dual enrollment through Miami Dade College (hard copies) by due date set by MDC, if student is eligible.

### Protocols for Students

#### Pre-Internship:

1. Complete all requirements for eligibility as per checklist, including a W-9 Fillable Form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) for federal income tax purposes.
2. Complete Online (Odysseyware) Pre-Internship Course by **May 31, 2019**.
3. Students will be approved to sign up at <https://miami.getmyinterns.org> upon completion of Online (Odysseyware) Pre-Internship Course.

## Student Protocols (Cont.)

4. Accept the first position offered.
5. Call to cancel any subsequent interviews once a position has been accepted.
6. Notify lead teacher/counselor/Internship Teacher Champion at the school and the CTE office after the close of school year when hired (call 305-693-3005.)
7. Open a South Florida Educational Federal Credit Union (SFEFCU) account by **May 31, 2019**. If not open on time, first payment will be delayed.
8. Clarify schedule with internship provider.
9. Inform parents of attendance required at ONE Parent Meeting (Dates: May 7, 8, 9 and 15, 2019; location and other details TBA; Hosted by FIU)
10. SOLVE any transportation problems.
11. Complete a valid, Miami-Dade County Public Schools field trip form to participate in any activities away from the internship site. (No out-of-county travel allowed without prior district authorization.)

## During the Internship

1. Work the **entire length** of the internship (5 weeks/150 hours, activities such as cheerleading camp, vacation, football practice, etc., cannot be used as excuses for absences during the internship.)
2. Report on the **first and last day** of the internship (an absence on the first or last day may be grounds for withdrawal from all summer services programs.)
3. Follow the schedule as assigned by the Internship Provider (internship supervisors assign hours; students may not have hours changed to suit their needs.)
4. Complete all assignments as indicated in Internship Assignment Course and found in Student Handbook (student intern receives high school credit and/or dual enrollment credit for the internship.)
5. Observe Summer School Attendance Policy (no more than two absences allowed.)
6. Make up any hours for stipend payment purposes, if applicable. All hours must be completed prior to the end of the SYIP program (August 2, 2019.)

## Protocols for Internship Providers

1. Sign-up at [Miami.getmyinterns.org](http://Miami.getmyinterns.org)
2. Registered to do business in the state of Florida and located in Miami Dade County.
3. Agree and sign the cooperative (Internship agreement (sample on page 12.)
4. Assign a worksite mentor.
5. Interview the student intern for placement.
6. Participate in an internship provider orientation.
7. Sign a M-DCPS field trip form that will allow the worksite supervisor to take the student intern off-premises for official work-related meetings
8. Ensure that an Emergency Contact Form is on file at the office for each student intern.
9. Work with Internship Teacher Supervisor for any issues or problems, or call Internship Hotline 305-693-3005.
10. Review intern's time card on a weekly basis and sign at the end of the SYIP program.
11. Complete an assessment of the intern at the end of the SYIP five-week program.

For copy of Internship Provider handbook, go to: <https://www.ctemiami.net/internships-2019/>

## Student Pre-Internship Preparation

All internship applicants are required to complete an online course of 12 units of 50 lessons. The first three units inform students of the rules, policies, documentation and eligibility details of the summer five-week internship; as well as job search and interview best practices.

Most importantly, the course was designed to align to College and Career Readiness Skills developed by leaders in industry. Students were informed that these skills will be used for the Internship Provider assessment and half of their grade, therefore they will use these skills as a guide for self evaluation and setting personal goals.

### SUMMER PRE-INTERNSHIP COURSE

#### Unit 1 - Introduction

- Handbook review, rules, documentation requirements, deadlines

#### Unit 2 - Job Search & Interview

- Resume project, interviewing

#### Unit 3 - Financial Literacy

- Stipend details, credit union account, financial cybersecurity

#### Unit 4 - Collaboration & Teamwork

- Acts and collaborates as a team member
- Exhibits ability to work with diverse individuals

#### Unit 5 - Communication

- Demonstrates effective verbal communication
- Constructs effective written communications
- Listens attentively and observes work environment

#### Unit 6 - Creativity & Innovation

- Incorporates creativity and innovation into tasks

#### Unit 7 - Critical Thinking & Problem Solving

- Thinks critically, formulates and solves problems
- Demonstrates precision and accuracy
- Utilizes systems thinking

#### Unit 8 - Information Management

- Locates, comprehends, and evaluates information
- Applies information technology when completing tasks

#### Unit 9 - Initiative & Self Direction

- Demonstrates flexibility and adaptability when completing tasks
- Takes initiative, is self directed and resourceful
- Demonstrates awareness of own abilities and performance
- Comprehends career opportunities/requirements in the industry or field overall

#### Unit 10 - Professionalism & Ethics

- Demonstrates integrity and ethical behavior
- Manages time effectively; punctual

#### Unit 11 - Quantitative Reasoning

- Exhibits responsible and professional behaviors as defined by the industry or field

#### Unit 12 - Review and Final Exam

## Managing the Internship

*All regulations pertaining to Federal Child Labor Laws must be adhered to by the employer and verified by the teacher supervisor and the work site supervisor.*

### Internship Provider Supervisor (Work Site)

Make the intern feel a part of the work team including providing orientation and training, if possible. Identify a person to “mentor” the student if it is not the role of the intern’s work site supervisor. This person, ideally, should meet with the intern(s) weekly to debrief and discuss the week’s work, any potential problems and school assignments related to the internship.

- Develop a schedule that maximizes company and intern needs in completing the internship.
- Review Internship Employer, Student and Parent Agreement. See sample in Addendum.
- Intern must complete and sign & take home for Parent/Guardian’s signature;
- Employer must sign agreement and return to teacher supervisor;
- Call the teacher instructional supervisor for assistance with questions or recurring problems, i.e. tardiness, absenteeism, etc.
- Note that interns may not miss more than two excused days of the internship to receive credit and must **make up any hours** missed before the end of the SYIP program for grant purposes. If absent, they must notify you before their reporting time, text or email their instructional supervisor and call the CTE office on internship hotline (305-693-3005.)
- Have a signed Miami-Dade County Public Schools’ field trip form on file to take the intern off premises as well as an Emergency Contact Form for each student intern.

### Internship Provider Mentoring

- Students will have an assignment in Week 1 to review their personal goals for their internship with their Internship Provider Supervisor.
- Supervisors should meet again with intern during Week 3 to review progress of goals.
- The Supervisor Assessment of Work-Based Student Performance will be worth 50% of the student’s final grade.

### Ideas for Intern Projects

The difference between a part time job and an internship is that the internship has “purposeful” work.

- Providing technical support
- Monitoring equipment and troubleshooting problems
- Installing and testing computer hardware
- Processing and verifying accounting information
- Creating weekly and monthly financial reports
- Greeting and escorting visitors
- Developing and providing tours to visitors
- Assisting with event planning

## Rules & Procedures

The internship is arguably the single most important component of a career academy. Students and parents must recognize its importance and plan accordingly. All stakeholders (students, school staff and internship providers) must be aware of and comply with **non-negotiable** rules and procedures.

### Students

During the pre-internship, the student must:

- complete all requirements for eligibility including having student accident insurance, submitting signed documents and completing the online internship preparation course;
- clarify any scheduling or transportation problems;
- accept the first position offered to him/her;
- call to cancel all subsequent interviews once an internship position has been accepted; and
- notify his/her lead teacher when hired.

During the internship, the student must:

- work the **entire length** of the internship (activities such as cheerleading camp, vacation, football practice, etc., cannot be used as excuses for absences during the internship);
- report on the **first** and **last day** of the internship (an absence on the first or last day may be grounds for withdrawal from all summer services programs);
- follow the schedule as assigned at the internship provider site (internship supervisors assign hours; students may not have hours changed to suit their needs);
- complete all assignments (student intern receives high school credit and/or dual enrollment credit for the internship);
- observe the Summer School Attendance Policy;
- make up any hours missed for stipend payment purposes; and
- complete a valid, Miami-Dade County Public Schools field trip form to participate in any activities away from the internship site. (*No out-of-county travel allowed without prior district authorization.*)

### School Site/District Staff must:

- assist with internship recruitment;
- review the summer internship training program handbook with the interns prior to the end of the regular school year (discussion of assignments, forms, etc., should be thoroughly covered during this process);
- collect all required documents and submit to the district office electronically via Livebinder in a timely manner;
- collect and submit all required documents (hard copies) if student is eligible for dual enrollment through Miami Dade College in a timely manner to the Department of Career & Technical Education; and
- notify the Department of Career & Technical Education office when the student is hired.

### Internship Providers must:

- have a signed Internship Agreement on file with M-DCPS;
- sign and submit the Safety Agreement (see Addendum);
- have a signed Miami-Dade County Public Schools' field trip form on file to take the intern off premises as well as an Emergency Contact Form for each student intern;
- complete the Internship Assessment in a timely fashion, and review results with the student.

## INTERNSHIP ASSIGNMENTS

The internship assignments are designed to provide experience in and first-hand knowledge of the workplace environment. Through these assignments, students will gain skills in the areas of interpersonal relations, resources, company organization, and technology.

Interns will receive detailed directions, complete assignments and upload to the online course "Assignments for Summer Internship." The final project due Week 5 will be to create a self-narrating presentation about student's internship.

Interns will do the work on their own time, but will need to consult with internship provider supervisor for some assignments. The Instructional Teacher Supervisor will oversee and grade the intern assignments.

### INTERNSHIP ASSIGNMENTS

<b>Week 1 -RESOURCES</b>	<b>PERCENTAGE</b>
Goals, Objectives, Goal-related Activities	10
Mission, Vision, and Company History	10
Timesheet	5
<b>Week 2 –PLANNING AHEAD</b>	
Begin taking/collecting photos for PowerPoint/Photostory	--
Timesheet	5
<b>Week 3 -REFLECTIONS</b>	
Self-Evaluation Form	10
Timesheet	5
<b>Week 4 -ASSESSMENT</b>	
Timesheet	5
<b>Week 5 -TECHNOLOGY</b>	
PowerPoint/Photostory	45
Timesheet	5

Scale: **A**=100-90 percent

**B**=89-80 percent

**C**=79-70 percent

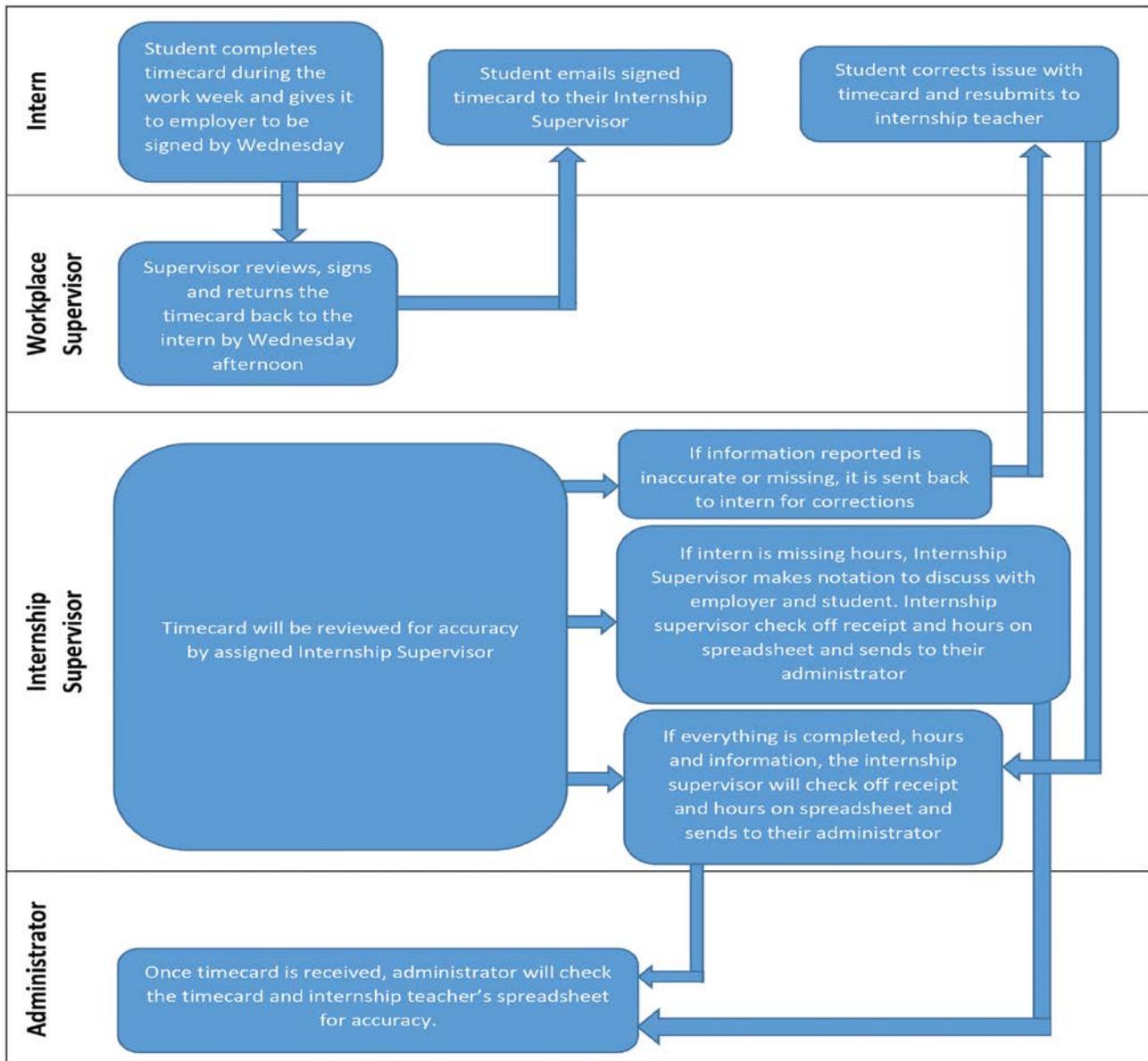
**D**=69-60 percent

**F**=59 percent or less

***\*The total percentage (50%) will be averaged in with the internship supervisor evaluation (50%) to determine the final grade.***

## STEPS FOR TIMECARD PROCESSING

1. **Student Intern** types work start and end times, and totals hours into the excel file of the timecard each day. Prints file and gives to employer for review and signature weekly (no later than EACH **Wednesday** morning.)
2. **Worksite Supervisor** reviews timecard, signs and returns it to the intern by Wednesday afternoon.
3. **Intern** emails scanned signed time sheet to their **Internship (Instructional) Supervisor** by Thursday morning.
4. Timecards will be reviewed for accuracy by the intern's **Internship (Instructional) Supervisor**:
  - a. If student is missing hours, the Instructional Supervisor makes a notation to discuss with intern and employer that the hours must be made up by next payroll. Internship supervisor then checks off receipt and hours on spreadsheet and uploads to LiveBinder. Then sends the time sheet to their internship program **Administrator**.
  - b. If information reported is inaccurate or missing, it is re-submitted via email to the intern to be corrected and process starts over again.
5. Once the timecard is received, the internship program **Administrator** will check the timecard and spreadsheet for accuracy.
6. The **Internship (Instructional) Supervisor's** spreadsheet will be used to verify receipt of timecards and complete the stipend payments to interns.



### Internship Timecard (cont.)

- **Review the timecard each week.**
- Note that interns may not miss more than two days of the internship in order to receive academic credit and must make up any hours missed before the end of the SYIP program for grant payment purposes. If absent, interns must notify you and the CTE office at 305-693-3005.
- See addendum for sample of the timecard excel file.
- See previous page for work flow of timecard.

## Evaluating the Internship

### Internship Provider Assessment of Intern

Towards the end of the internship, we will ask you to assess the student intern. You will receive an email from the student's Instructional Supervisor with a link to the online evaluation of each student intern, as well as, the evaluation of the internship program (see Addendum for sample.)

This is a critical part of the learning experience when conducted professionally and sensitively. We encourage you to meet with your intern to review your assessment of them.

- Complete the online **Supervisor Assessment of Student College and Career Readiness** by due date (middle of third week of internship)
- Review the assessment of his/her performance with your student intern.
- The Supervisor Assessment of Work-Based Student Performance will be worth 50% of the student's final grade.

If you have interns who are in NAF academies, you will also receive an email from NAFTrack with a link to a short evaluation (see addendum for sample.)

### Write a Letter of Reference

Your intern will ask you to write a letter of reference at the end of the program. These letters will become an important piece of their senior portfolio.

# Addendum

STUDENT NAME (printed): \_\_\_\_\_ ID #: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
Summer Youth Internship Program**

**Internship Provider, Instructional Supervisor, Student and Parent Responsibilities**

Internship programs are planned to develop students academically, economically and socially. There are responsibilities to the school, to the community and to the business sponsors that must be considered when accepting students into these programs.

**Internship Provider Responsibilities**

The internship provider agrees to place the student intern in his/her business organization for the purpose of providing workplace readiness experience. The internship will be under the supervision of a qualified supervisor. The work will be performed under safe and hazard free conditions. The student will receive the same consideration given employees with regard to safety, health, general working conditions, and other policies and procedures of the business. The internship provider will adhere to all state and federal policies related 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. I understand that the required dates of attendance will take place during the summer 2019 term and that NO vacation is allowed during this time frame. The internship provider agrees to adopt a background screening process that is consistent with M-DCPS guidelines at a minimum on the person(s) who will be supervising the student. The internship provider understands and agrees that it is subject to all applicable federal and Florida laws and School Board policies relating to the confidentiality of student records.

**The Student agrees to comply with all requirements found in the Student Internship Handbook:**

1. Adhere to rules and regulations of the business and act in an ethical matter;
2. Provide his/her own transportation to place of internship;
3. Inform the internship provider and the instructional supervisor in the event of illness or emergency that prevents attendance;
4. Be in attendance and punctual on the job and for all specified meetings;
5. Not voluntarily quit/resign a job without previous authorization from the internship provider and the instructional supervisor; and
6. Understand that the instructional supervisor is the recognized authority for making any adjustments or changes in the internship program. This principle applies regardless of whether or not the student obtained his/her own internship position.

**The Instructional Supervisor agrees to:**

1. Hold a minimum of two conferences with the internship provider to discuss the student's progress;
2. Communicate with internship supervisor to resolve any interference that may occur between the internship program and the company's policies.
3. Counsel the student about the work-based learning experience.

**The Parent (Guardian) agrees to:**

1. Ensure that their child follows internship provider/school expectations of the program;
2. Support the policy of requiring the student to complete the length of the internship program. Internship providers should not be put in a position of having to accommodate the vacation schedule of their intern's family.
3. Understand that the student is responsible for his/her own transportation;
4. Understand that Miami-Dade County, Miami-Dade County Public Schools (M-DCPS), CareerSource South Florida, Royal Caribbean Cruise Lines, JPMorgan Chase, The Children's Trust and/or the Foundation for New Education Initiatives, Inc. will not be held liable in case of accident/injury on the way to and from internship. Student must obtain M-DCPS Student Accident Insurance to be eligible for the program.
5. Allow Miami-Dade County Public Schools to share my child's relevant educational records with Miami-Dade County, CareerSource South Florida, Royal Caribbean Cruise Lines, JP Morgan Chase, The Children's Trust and/or the Foundation for New Educational Initiatives, Inc. in accordance with the program requirements.

We, the undersigned, agree that we have read and understand the purpose and intent of the Internship Program Responsibilities.

_____ Student Name (print)	_____ Student Signature	_____ Date
_____ Parent Name (print)	_____ Parent Signature	_____ Date
_____ Instructional Supervisor (Print)	_____ Instructional Supervisor Signature	_____ Date
_____ Internship Provider Supervisor (Print)	_____ Internship Provider Supervisor Signature	_____ Date
<u>Lupe Ferran Diaz, Ph.D., Executive Director</u> Department of Career and Technical Education	_____ Signature	_____ Date

**SAMPLE ONLY - DO NOT GIVE OUT FOR SIGNATURE**

The School Board Attorney's Office approved this agreement as to form and legal sufficiency.

*Copy with original signatures will be collected DURING the internship. Must be signed by all parties.*

## **SAFETY AGREEMENT**

(Ages 16 years and above)

This is to certify that: \_\_\_\_\_(student's name)

A student-intern is enrolled in a Summer Youth Internship Program conducted by Miami-Dade County Public Schools' Department of Career and Technical Education. This student-intern will be assigned an internship site under a written agreement in compliance with the Child Labor provision of the Fair Labor Standard Act, Child Labor Bulletin No. 101, which provides:

That the work of the student-intern in the occupations declared particularly hazardous shall be incidental to this internship under the direct and close supervision of a qualified and experienced person.

That signed copies of the written agreement shall be kept on file by the M-DCPS Instructional Supervisor.

The student-intern enrolled in this program will be under the supervision of the Instructional Supervisor who is responsible to determine whether or not a specific internship assignment is hazardous.

The student-intern named above shall be given safety instruction by the M-DCPS Instructional Supervisor and correlated by the internship supervisor at the internship site.

My signature below confirms that I have read the Safety Agreement and understand the conditions and provisions contained therein.

Internship Provider Name: \_\_\_\_\_

Internship Provider Signature: \_\_\_\_\_

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

**Sample only - Signed copies have been submitted by each intern.**

**EMERGENCY STUDENT DATA FORM**

School No. /Name \_\_\_\_\_ I.D. Number \_\_\_\_\_ Grade \_\_\_\_ Section \_\_\_\_

Student's Last Name \_\_\_\_\_ APP \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_

**Indicate primary contact phone number to be used for emergencies and automated messaging:** \_\_\_\_\_

_____	_____	_____	_____
Last Name	First Name	Relation	Place of Employment
_____	_____	_____	_____
Telephone	Cellphone	Email	
_____	_____	_____	_____
Last Name	First Name	Relation	Place of Employment
_____	_____	_____	_____
Telephone	Cellphone	Email	

Is either parent in the Military? Y \_\_\_\_ N \_\_\_\_ Branch \_\_\_\_\_

Kindergarten Only: Was the child in pre-school or child care? Yes \_\_\_\_ No \_\_\_\_

Was the full cost paid by you? Yes \_\_\_\_ No \_\_\_\_ What type? Headstart \_\_\_\_ ESE \_\_\_\_ Migrant \_\_\_\_ Other \_\_\_\_ Unknown \_\_\_\_

**EMERGENCY CONTACT INFORMATION:** Additional data is requested in the event of an emergency illness of your child. It is the parents' legal responsibility to assume medical and transportation expenses for your child. In the event that parents of child cannot be reached, provide contact information below of two persons, by order of priority.

_____	_____	_____	_____
(Name)	(Relation to Student)	(Address)	(Phone at Work)
_____	_____	_____	_____
(Name)	(Relation to Student)	(Address)	(Phone at Work)
_____	_____	_____	_____
Family Doctor	Phone	Preference of Hospital	Phone

**Student health/allergy data which should be known in an emergency:** \_\_\_\_\_

\_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF STUDENTS FROM SCHOOL:** Please provide names of persons authorized or not authorized to take your child from school during the school day. Note that persons listed as emergency contacts are not authorized to pick up your child, unless listed in this section.

Authorized: \_\_\_\_\_

Authorized: \_\_\_\_\_

Not authorized: \_\_\_\_\_

Not authorized: \_\_\_\_\_

**IT IS THE PARENTS' RESPONSIBILITY** to inform the school in person of any changes in the information listed on this form. Under penalties of perjury, I declare that I have read the foregoing [document] and that the facts stated in it are true.

Date: \_\_\_\_\_ Printed Parent Name: \_\_\_\_\_

Parent's Signature Verification: \_\_\_\_\_

Parents/guardians have the right to review the professional qualifications of their child's classroom teacher(s) including the licensing status, degree major, graduate degree(s) and the field of certification. This "right to know", available from your child's school, includes whether your child is receiving services provided by paraprofessionals and, if so, their qualifications.

Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be guilty of a misdemeanor of the second degree under Fla. Stat. § 837.06, or whoever makes a false verified declaration is guilty of the crime of perjury, a felony of the third degree, under Fla. Stat. § 92.525, which are punishable as provided in Fla. Stat., §§ 775.082, 775.083 and 775.084.

The Emergency Student Data Form governs early release withdraw of the student. The person who signs/verifies this form is responsible for providing truthful and accurate information. If the student's parents are divorced or separated, the enrolling parent is responsible for providing information that is consistent with the most recent court order governing such matters as divorce, separation or custody.

Sample only - Signed copies have been submitted by each intern.

Division of Athletics, Activities and Accreditation



### MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT PERMISSION FORM -- FIELD TRIP

Field trips are not mandatory. They are designed to enhance curriculum, to encourage student participation in extra-curricular activities, and to serve as community service projects.

#### SECTION I. IDENTIFYING INFORMATION

SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_ I.D. NO. \_\_\_\_\_ GRADE/HR \_\_\_\_\_

#### SECTION II. NOTIFICATION TO PARENT

\_\_\_\_\_ is planning a field trip for \_\_\_\_\_ to \_\_\_\_\_  
School Group Sponsor Name Name of School Group Destination

The purpose of the trip is \_\_\_\_\_

TRANSPORTATION: Private Vehicle \_\_\_\_\_ Bus \_\_\_\_\_ Airline \_\_\_\_\_ Other \_\_\_\_\_  
Name of Carrier Please Specify

This trip will be chaperoned by \_\_\_\_\_ Cost to each student \$ \_\_\_\_\_  
(Total Number of Chaperones)

I understand that if I am unable to pay for the cost of this trip, and I want my child to participate, where appropriate, my child will be given an opportunity to raise funds through authorized fund-raising activities, or be given assistance in identifying another funding source. (This provision does not apply to activities not directly related to classroom instruction, e.g., Grad Nite, football games, banquets.)

DATES OF TRIP: (Include departure/return time) FROM \_\_\_\_\_ TO \_\_\_\_\_

--The above time schedule and/or personnel may be changed due to unforeseen circumstances. --

PLEASE KEEP THE TOP PORTION FOR YOUR INFORMATION.

RETURN THE BOTTOM PORTION TO THE TEACHER.

#### SECTION III. PARENT/GUARDIAN'S WRITTEN PERMISSION TO PARTICIPATE IN ACTIVITY

I hereby give permission for my child \_\_\_\_\_ Student I.D. No. \_\_\_\_\_  
(Child's Name)

to participate in the field trip to \_\_\_\_\_  
(Destination)

DATES OF TRIP: (Include departure/return time) FROM \_\_\_\_\_ TO \_\_\_\_\_

I have completed the EMERGENCY CONTACT INFORMATION in Section IV (see below).

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

#### SECTION IV. EMERGENCY CONTACT INFORMATION

- Name of parent/guardian \_\_\_\_\_
- Parent/Guardian Phone No(s). Home \_\_\_\_\_ Business \_\_\_\_\_ Cell \_\_\_\_\_
- In case parent/guardian cannot be reached, please contact: \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone No. \_\_\_\_\_
- Please list any insurance policy covering your child \_\_\_\_\_ Policy No. \_\_\_\_\_
- Physician's Name \_\_\_\_\_ Telephone No. \_\_\_\_\_
- Only if applicable, complete the following:
  - My child has the following medical problem: \_\_\_\_\_
  - My child takes the following medications regularly: \_\_\_\_\_  
(Proper Medical form #2702 is on file at the school)
  - My child has the following allergies: \_\_\_\_\_

I AUTHORIZE MEDICAL TREATMENT FOR MY CHILD IN CASE OF ACCIDENT OR ILLNESS WHILE ON THE TRIP.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FM-2431 Rev. (09-12)

## Sample Time Sheet

To be completed online each week; printed for provider's signature, scanned and emailed to teacher supervisor

MIAMI-DADE COUNTY PUBLIC SCHOOLS						
Career & Technical Education						
10151 NW 19th Street, Miami, FL 33147						
2019 SYIP ATTENDANCE RECORD						
Student Name	Jane Doe					
School Name	Hialeah SHS					
Work Location	Hialeah Hospital					
Teacher Supervisor	Ms. L. Gonzalez					
Student ID #	012345	Beginning Date	7/1/2018	Ending Date	7/31/2018	
<b>(TO BE COMPLETED WEEKLY &amp; EMAILED TO YOUR INTERNSHIP TEACHER SUPERVISOR)</b>						
HOURS						
Date	Start Time	Lunch Out	Lunch In	End Time	Hours Worked	
07/01/19					0.00	
07/02/19					0.00	
07/03/19					0.00	
07/04/19					0.00	
07/05/19					0.00	
07/06/19					0.00	
07/07/19					0.00	
Supervisor Signature				Total	0.00	
07/08/19	7:00 AM	12:00 PM		1:00 PM	3:00 PM	7.00
07/09/19	8:00 AM				1:00 PM	5.00
07/10/19	9:00 AM	1:00 PM		2:00 PM	6:00 PM	8.00
07/11/19	10:00 AM				2:00 PM	4.00
07/12/19						0.00
07/13/19						0.00
07/14/19						0.00
Supervisor Signature				Total	24.00	
07/15/19						0.00
07/16/19						0.00
07/17/19						0.00
07/18/19						0.00
07/19/19						0.00
07/20/19						0.00
07/21/19						0.00
Supervisor Signature				Total	0.00	
07/22/19						0.00
07/23/19						0.00
07/24/19						0.00
07/25/19						0.00
07/26/19						0.00
07/27/19						0.00
07/28/19						0.00
Supervisor Signature				Total	0.00	
07/29/19						0.00
07/30/19						0.00
08/01/19						0.00
08/02/19						0.00
08/03/19						0.00
08/04/19						0.00
Supervisor Signature				Total	0.00	
<b>Total Hours During Program</b>					<b>24.00</b>	
<b>Comments</b>						
<b>Print Name of Worksite Supervisor</b>						
<b>Worksite Supervisor Signature</b>						
<b>Student Intern Signature</b>						

You must use military time when completing this form:  
Example 2:00 PM you would enter 14:00

Only use these 2 columns if taking more than a 15 minute break

## INTERNSHIP PROVIDER ASSESSMENT - SURVEY GOLD

Providers will receive an email with the link to the following sample evaluation and complete it online for each intern.

#	Section	Question	Response	Value
1	Student Evaluation	Behaves ethically		
2	Student Evaluation	Listens attentively		
3	Student Evaluation	Comprehends information		
4	Student Evaluation	Communicates verbally		
5	Student Evaluation	Communicates in writing		
6	Student Evaluation	Practices safety procedures		
7	Student Evaluation	Maintains a positive attitude		
8	Student Evaluation	Responds appropriately to directions by supervisor		
9	Student Evaluation	Is productive		
10	Student Evaluation	Uses time wisely		
11	Student Evaluation	Strives to do an excellent job		
12	Student Evaluation	Collaborates with co-workers		
13	Student Evaluation	Maintains a professionally groomed appearance		
14	Student Evaluation	Adapts to diverse situations		
15	Student Evaluation	Uses necessary technology		
16	Student Evaluation	Is punctual		
17	Student Evaluation	Takes initiative in appropriate ways		
18	Student Evaluation	Asks appropriate questions		
19	Student Evaluation	Seeks to learn		
20	Student Evaluation	Prioritizes tasks appropriately		
21	Student Evaluation	Shows appropriate persistence		
22	Student Evaluation	Completes assigned tasks		
23	Student Evaluation	Exhibits professional behavior as defined by the industry or field		
24	Student Evaluation	Understands career requirements in the industry or field		
25	Student Evaluation	Understands the culture, etiquette, and practices of the workplace/ organization		
26	Student Evaluation	Please contribute additional observations or explanations of your ratings; particularly if the ratings are "excellent" or "needs improvement."		
27	Program Evaluation	Which industry represents your company?		
28	Program Evaluation	Employer orientation		
29	Program Evaluation	Employer resources ( <a href="http://Miami.getmyintern.org">Miami.getmyintern.org</a> website, internship hotline, and internship handbook)		
30	Program Evaluation	Information provided about the internship (email communications, website, promotional materials)		
31	Program Evaluation	District support provided (SYIP Staff)		
32	Program Evaluation	Responses to employer inquiries were accurate and timely		
33	Program Evaluation	The SYIP Program provided a meaningful way for our company to support student success and develop workplace and leadership skills that will enhance the future workforce.		
34	Program Evaluation	What are the strengths and/or weaknesses of the program?		
35	Program Evaluation	How can the program be improved?		

## Assessment for NAF Academy Interns

If any of your students are enrolled in a NAF Academy, then you will receive two emails. One with welcome and second one with website link to an **online assessment**. Is additional evaluation and satisfies a requirement for academy students to become NAFTrack Certified.



### NAFTrack Certification Internship Assessment

**Directions:**  
Please answer the following items based upon your experience observing the student intern. ***It is important that you be objective and candid in your assessment of the intern, as your responses carry credibility to the process.*** If you have not had the opportunity to observe the student's skill level in a particular area, please respond N/A: "No Opportunity to Observe."  
  
Any item receiving a score of 1 requires the supervisor to comment on the reason for this score.

SCORE	1 Does Not Meet Expectations	2 Approaches Expectations	3 Meets Expectations	4 Exceeds Expectations	N/A No Opportunity to Observe
-------	---------------------------------	------------------------------	-------------------------	---------------------------	----------------------------------

Part I. Core College and Career Readiness Skills						
Collaboration & Teamwork that includes the following skills:		1	2	3	4	NA
Acts and collaborates as a team member						
Exhibits ability to work with diverse individuals						
Interacts with supervisors, clients, and teammates appropriately						
Communication that includes the following skills:		1	2	3	4	NA
Demonstrates effective verbal communication						
Constructs effective written communications						
Listens attentively and observes work environment						
Creativity & Innovation that includes the following skills:		1	2	3	4	NA
Incorporates creativity and innovation into tasks						
Critical Thinking and Problem Solving that includes the following skills:		1	2	3	4	NA
Thinks critically, formulates, and solves problems						
Demonstrates precision and accuracy						
Utilizes systems thinking						

<b>Information Management that includes the following skills:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>NA</b>
Locates, comprehends, and evaluates information					
Applies information technology when completing tasks					
<b>Initiative &amp; Self Direction that includes the following skills:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>NA</b>
Demonstrates flexibility and adaptability when completing tasks					
Takes initiative, is self directed and resourceful					
Asks appropriate questions					
Demonstrates awareness of own abilities and performance					
Comprehends career opportunities/requirements in the industry or field overall					
Understands career opportunities/requirements in the specific occupational area related to the internship or student project					
<b>Professionalism &amp; Ethics that includes the following skills:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>NA</b>
Demonstrates integrity and ethical behavior					
Manages time effectively; punctual					
Takes responsibility for learning; seeks to learn					
Prioritizes tasks					
Demonstrates persistence in completing activities					
Brings tasks and projects to completion					
Exhibits responsible and professional behaviors as defined by the industry or field					
Understands the culture, etiquette, and practices of the workplace or the project client's organization and knows how to navigate the organization					
<b>Quantitative Reasoning that includes the following skills:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>NA</b>
Uses effective quantitative reasoning					

For each of the ratings above in Part I, evidence (examples of performance) can be provided for any rating in the online form, but examples must be provided for any skill with a rating of 1. If using the paper form to complete the assessment, please add required examples on additional pages marked to coincide with the rated dimension.

## Part II. Position-Specific Technical Skills

Please list one to three position-specific technical skills of particular significance in your industry, occupation, workplace, or project that the student was clearly expected to demonstrate during the internship. **Please do not repeat general skills assessed in Part I.** Examples of position-specific skills could include computer networking, accounting skills, event planning, and second language fluency, that might appear as requirements on a job description. **Part II is currently optional and does not count toward the student's certification.**

Please rate the student on these skills demonstrated according to the rating scale below:

**1**  
Skill Falls Below  
Expectations

**2**  
Skill Approaches  
Expectations

**3**  
Skill Meets  
Expectations

**4**  
Skill Exceeds  
Expectations

Skill	Rating			
	1	2	3	4
	1	2	3	4
	1	2	3	4
	1	2	3	4

## **Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act**

This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).<sup>1</sup>

### **Background**

The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

### **The Test for Unpaid Interns and Students**

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.<sup>2</sup> In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

Courts have described the “primary beneficiary test” as a flexible test, and no single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.

If analysis of these circumstances reveals that an intern or student is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA. On the other hand, if the analysis confirms that the intern or student is not an employee, then he or she is not entitled to either minimum wage or overtime pay under the FLSA.

### **Where to Obtain Additional Information**

This publication is for general information and is not a regulation. For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

### **Footnotes**

1 - The FLSA exempts certain people who volunteer to perform services for a state or local government agency or who volunteer for humanitarian purposes for non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation, for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships for public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible.

2 - E.g., Benjamin v. B & H Educ., Inc., --- F.3d ---, 2017 WL 6460087, at \*4-5 (9th Cir. Dec. 19, 2017); Glatt v. Fox Searchlight Pictures, Inc., 811 F.3d 528, 536-37 (2d Cir. 2016); Schumann v. Collier Anesthesia, P.A., 803 F.3d 1199, 1211-12 (11th Cir. 2015); see also Walling v. Portland Terminal Co., 330 U.S. 148, 152-53 (1947); Solis v. Laurelbrook Sanitarium & Sch., Inc., 642 F.3d 518, 529 (6th Cir. 2011).

## PROVISIONS OF THE FLORIDA AND FEDERAL CHILD LABOR LAWS

***The employer is responsible for ensuring that minor employees work the proper hours in nonhazardous occupations in accordance with the Florida and Federal Child Labor Laws.***

### **PROOF OF AGE**

The employer must obtain and keep on file proof of the student's age. Any of the following documents may be used to constitute proof of age: an age certificate issued by the Miami-Dade County School Board, or a photocopy of either the student's birth certificate, driver's license, passport, or visa which indicates the student's birth date.

### **EXTENDED HOURS OF EMPLOYMENT ELIGIBILITY FOR COOPERATIVE EDUCATION STUDENTS**

#### **MINORS 14 AND 15 YEARS OF AGE**

**Minors 14 and 15 years of age shall not be permitted to work:** (1) for more than 6 consecutive days per week; (2) for more than 23 hours per week when school is in session; (3) for more than 40 hours per week during summer vacation; (4) for more than 3 hours a day when school is scheduled the following day up to 8 hours if school is not scheduled the next day; (5) before 7:00a.m. or after 7:00p.m. during the school year; and (6) before 7:00a.m. or after 9:00 p.m. during holidays and summer vacation.

#### **MINORS 16 AND 17 YEARS OF AGE**

**Minors 16 and 17 years of age shall not be permitted to work:** (1) for more than 6 consecutive days a week, (2) for more than 8 hours a day during the regular school year, and (3) before 6:30 a.m. or after 11:00 p.m. when school is scheduled the following day. During holidays and summer vacation, no restrictions on hours apply.

**Extended hours of employment eligibility for CTE cooperative education students 16 and 17 years of age:** Pursuant to Chapter 450, Part I. of the Florida Statutes (Child Labor Law), the student-trainee listed on this training agreement is enrolled in a CTE cooperative education program and is authorized to work (40) hours per week (Monday through Friday when school is in session) as indicated in this student's training agreement.

**RESTRICTED/HAZARDOUS OCCUPATIONS** The State of Florida has incorporated the 17 Hazardous Occupations (H0s) of the FLSA into the Florida law and Child Labor Rule.

**No minor under 18 years of age** may work in the following occupations or use related equipment listed below:

- Working in or around explosives or radioactive substances
- Operating Motor vehicles
- Logging or sawmilling
- Operating power-driven meat processing machines to include meat and vegetable slicers; slaughtering, meat packing, processing or rendering
- Working on any scaffolding, roofs or ladders above 6 feet; roofing
- Wrecking, demolition or excavation
- Mining occupations
- Operating power-driven bakery; metal-forming, punching, and shearing machines; wood-working, paper products or hoisting machines
- Manufacturing brick and tile products
- Operating circular saws, band saws, & guillotine shears
- Working with compressed gases exceeding 40 p.s.i.
- Working in or around toxic substances, corrosives or pesticides
- Firefighting
- Working with electrical apparatus or wiring
- Operating or assisting to operate tractors over 20 PTO horsepower, forklifts, earthmoving equipment, any harvesting, planting, or plowing machinery or any moving machinery

## PROVISIONS OF THE FLORIDA AND FEDERAL CHILD LABOR LAWS (Cont.)

**MINORS 14 and 15 years of age** are prohibited from the following occupations and use of equipment listed below:

- Operating any power-driven machinery other than office machines, including all power mowers and cutters
- Maintaining or repairing an establishment, machines, or equipment
- Working in freezers or meat coolers
- Operating, setting up, adjusting, or cleaning power-driven meat or vegetable slicers, grinders, food choppers, and cutters, and bakery-type mixers
- Operating motor vehicles
- Manufacturing, mining, or processing occupations where goods are manufactured, mined, or processed
- Cooking (some exceptions apply) & baking
- Working in occupations in Transportation, Warehouse & Storage, Communications, and Construction (except clerical); boiler or engine rooms
- Loading and unloading trucks
- Working in public messenger services
- Handling certain dangerous animals
- Conducting door-to-door sales of products as employment (some exceptions)
- Spray painting

### **ALCOHOLIC BEVERAGE LAW: (562.13 FS) Florida Hospitality Law**

No person under 18 years of age, regardless of marital status, may be employed in or about any place where alcoholic beverages are manufactured or sold for retail, except: when sold for consumption off the premises, such as in grocery stores, drug stores, automobile service stations, and restaurants that have only take-out products; hotel/motel employees engaged in work apart from the area where alcoholic beverages are sold and consumed. Exception: Minors in the 10th, 11th, and 12th grades, 16 years old in the 9th grade, enrolled in a CTE cooperative education class, may work where alcoholic beverages are consumed provided they do not participate in the preparation, serving, delivery, or sale of the item. Minors are allowed to work as cashiers in stores and restaurants provided they do not physically take the orders, prepare, or deliver the alcoholic beverages.

## 2019 Summer Youth Internship Program (SYIP), July 1 through August 2 Frequently Asked Questions (FAQs)

### 1. What is the Summer Youth Internship Program?

A 5-week work-based learning experience between M-DCPS high school students and businesses and organizations throughout Miami-Dade County. The Children's Trust, Miami Dade County, Career Source South Florida, Royal Caribbean Cruise Lines and JPMorgan Chase are several sponsoring organizations.

### 2. Who is eligible?

Rising 10<sup>th</sup> through 12<sup>th</sup> grade high school students between the ages of 15-18 and enrolled in Miami-Dade County Public Schools. Students must be eligible to work, reside in Miami-Dade County, open an account with the South Florida Educational Federal Credit Union, the ONLY Financial Institution of the SYIP program, and complete the online pre-internship course. The deadline to apply, which includes having completed the online course and opening a South Florida Educational Credit Union account is May 31, 2019. The SYIP requires completion of 150 hours during the five-week period, July 1 – August 2, 2019.

### 3. How do students enroll?

A student must first be enrolled in the online pre-internship course by their school's Internship Teacher Champion and submit required completed documentation to teacher. Parents and students can contact the Internship Hotline (305-693-3005) to find out more about enrollment and their schools Internship Teacher Champion.

### 4. How are students placed with an employer?

After completion of the online pre-internship course and submission of required documentation, students will be prompted to upload their resumes to [Miami.getmyinterns.org](http://Miami.getmyinterns.org), where they can begin to apply for jobs with internship providers. All internship providers have been approved by the Department of Career & Technical Education to hire students. **Completing the online pre-internship course does not guarantee placement into this program.**

### 5. Is this a paid internship?

If students are approved after completing all requirements, including being hired by a business/organization, they will receive grant payments or be placed on company payroll. Students will be notified to confirm that they are receiving grant payments by the Department of Career & Technical Education.

### 6. How do students get paid?

The Summer Youth Internship Program is sponsored by The Children's Trust, Miami Dade County, Royal Caribbean Cruise Lines, CareerSource of South Florida and JPMorgan Chase. Students will receive three (3) payments directly deposited into their South Florida Educational Federal Credit Union, the ONLY Financial Institution of the SYIP Program, account:

- By Monday, July 8, 2019 (week 1) - \$100 to cover incidentals and includes transportation stipend.
- 2<sup>nd</sup> payment Week 3 – Friday, July 19, 2019
- 3<sup>rd</sup> payment Week 5 – Friday, August 9, 2019

***Students must open their credit union accounts by Friday, May 31, 2019, to receive payments on time. If a student already has a credit union account, they must inform the bank of their participation in the Summer Youth Internship Program. Payments will be delayed if a student has not turned in their time sheets on time. No more than two absences are allowed, and the required 150 total hours must be completed prior to the end of the internship on August 2, 2019.***

### 7. How are students graded?

Students completing the Summer Youth Internship Program will receive one high school academic credit. Students will be assigned a teacher over the summer who will collect their assignments and time sheets. Grade calculation: 50% assignments and 50% internship supervisor assessment. Eligible students may also receive dual enrollment college credit if they meet Miami Dade College established criteria and submit required forms by due date set by MDC. (Deadline for Dual Enrollment application May 14, 2019)

### 8. Are students required to have Student Accident Insurance?

All students enrolling in the Summer Youth Internship Program must have Voluntary Student Accident Insurance (**Football Insurance is not acceptable**). **The insurance fee is nonrefundable.** Health insurance that students have on their parents' or guardians' plan **does not meet** the requirement for Student Accident Insurance.

**For more information, please call the Internship Hotline at 305-693-3005**

# Anti-Discrimination Policy

## Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

**Title VI of the Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, religion, or national origin.

**Title VII of the Civil Rights Act of 1964 as amended** - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

**Title IX of the Education Amendments of 1972** - prohibits discrimination on the basis of gender.

**Age Discrimination in Employment Act of 1967 (ADEA) as amended** - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

**The Equal Pay Act of 1963 as amended** - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

**Section 504 of the Rehabilitation Act of 1973** - prohibits discrimination against the disabled.

**Americans with Disabilities Act of 1990 (ADA)** - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

**The Family and Medical Leave Act of 1993 (FMLA)** - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

**The Pregnancy Discrimination Act of 1978** - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

**Florida Educational Equity Act (FEEA)** - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

**Florida Civil Rights Act of 1992** - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

**Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)** - prohibits discrimination against employees or applicants because of genetic information.

**Boy Scouts of America Equal Access Act of 2002** – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

*Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.*

### In Addition:

**School Board Policies 1362, 3362, 4362, and 5517** - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

### For additional information contact:

#### Miami-Dade Public Office of Civil Rights Compliance (CRC)

Executive Director/Title IX Coordinator

155 N.E. 15th Street, Suite P104E

Miami, Florida 33132

Phone: (305) 995-1580 TDD: (305) 995-2400

Email: [crc@dadeschools.net](mailto:crc@dadeschools.net) Website: <http://crc.dadeschools.net>



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