

2025

# STUDENT HANDBOOK



ANNIVERSARY

## SUMMER YOUTH INTERNSHIP PROGRAM



CareerSource  
SOUTH FLORIDA





A large, stylized '10' with a circular emblem in the center of the '0'. The emblem contains the letters 'S', 'Y', and 'A' in blue, red, and green respectively, with a house-like shape integrated into the 'A'. The background is a collage of colorful icons representing various fields: science (microscope, lightbulb), business (handshake, laptop, briefcase), education (book, graduation cap), and community (gears, people icons).

# ANNIVERSARY SUMMER YOUTH INTERNSHIP PROGRAM

*The 2025 Summer Youth Internship Program  
is celebrating the  
Tenth Anniversary  
of providing internships to students!*

***Thank you, Sponsors!***



CareerSource  
SOUTH FLORIDA



FOUNDATION  
for NEW  
EDUCATION  
INITIATIVES

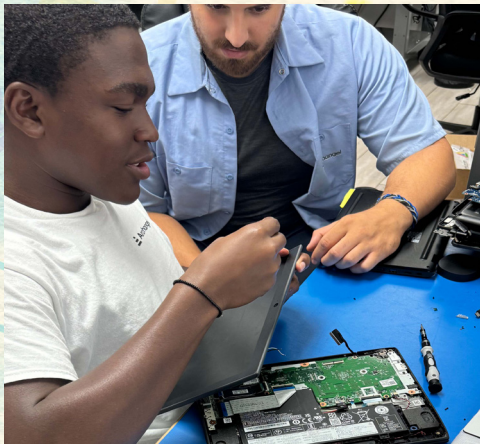




# What is an Internship?

***"An internship is a period of time during which a beginning worker acquires on-the-job experience in an occupation or profession."***

- You may have gained hands-on knowledge and skills of a profession in class while your teacher demonstrated skill and then you practiced it.
- You might have listened to a business guest speaker, while enrolled in a career academy, or other courses.
- Or you spent a day on a "job shadow" at a workplace.



**These are all great ways to learn about a career, but an internship gives you a much more in-depth experience.**

An internship even differs from a part-time job or volunteer service, because while you are working during an internship, someone is also training and mentoring you.

The Summer Youth Internship Program, (SYIP) is designed to give you real-life experience in the world of work over a period of 5 weeks, for a minimum of 150 hours total.

**10<sup>TH</sup>**  
ANNIVERSARY  
**SUMMER YOUTH  
INTERNSHIP PROGRAM**

**DON'T JUST STAND AROUND THIS SUMMER.  
EARN WHILE YOU LEARN!**

**TO APPLY, CONTACT YOUR SCHOOL CHAMPION  
OR ACADEMY LEAD TEACHER**

**See List of School Champions:**

[ctemiami.net/summer-internships/](http://ctemiami.net/summer-internships/)







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## MIAMI-DADE COUNTY PUBLIC SCHOOLS 2025 SUMMER YOUTH INTERNSHIP PROGRAM (SYIP)

### DATES/LENGTH

July 1, 2025 – August 2, 2025 (Tentative)

All eligibility documentation must be submitted by the deadline of **May 9, 2025**.

Online pre-internship course lessons and Ready to Work to be completed within **30 days of course enrollment** but no later than **May 9, 2025**.

### REQUIRED HOURS

150 HOURS – All hours must be completed during the dates of the SYIP Program (July 1 - August 2, 2025)

### SUGGESTED SCHEDULE

Time varies by week, 150 hours/no more than 7 hours a day (Five Weeks)

### WORK MODALITY

IN-PERSON (following current county & state health guidelines), VIRTUAL or HYBRID

### STUDENT POPULATION

Rising 10<sup>th</sup> through 12<sup>th</sup> Grade high school students (current 9<sup>th</sup> through 11<sup>th</sup> graders) between the ages of 15-18 and enrolled in a Miami-Dade County Public High School (**must be 15 before July 1, 2025**)

### ELIGIBILITY

Students must:

- Be eligible to work in the U.S. and a resident of Miami-Dade County
- Be currently enrolled in a Miami-Dade County Public Schools high school or Charter school
- Open an account with the EdFed - The Educational Federal Credit Union
- Complete the online pre-internship course, submit ALL documents, and then register for the internship hiring process through [miamiinterns.org](http://miamiinterns.org)
- Priority will be given to at-risk students who meet one of the following criteria: Free/Reduced Lunch (Economically Disadvantaged) or English Language Learners (ELL) or Truant (15 or more unexcused absences).

### INTERNSHIP PROVIDERS

All new and former Internship Providers must register at [miamiinterns.org](http://miamiinterns.org)

**Note: Organizations can select and hire up to 10 interns during the program. If you need additional information, please call the internship hotline at 305-693-3005.**

### STUDENT INTERVIEWS

Employers may schedule interviews in-person or virtually. (Zoom, Microsoft Teams, etc.) **Please**

**Note:** The internship provider (Internship Employer) has the final say on the selection of the student intern pending that the student has met established criteria.

### METHOD OF PAYMENT

**Sponsored by CareerSource South Florida, The Children's Trust, Miami-Dade County, and EdFed - The Educational Federal Credit Union**

#### 1) Summer Youth Internship Program (SYIP)

Students will receive two payments for a total of **\$1,500.00**

- 1<sup>st</sup> payment deposited on July 18, 2025 (\$500.00)
- 2<sup>nd</sup> payment deposited August 8, 2025 - after all assignments and timesheets are submitted to their teacher supervisor (\$1,000.00)

#### 2) Students must open an account by May 9, 2025 with EdFed - The Educational Federal Credit Union the official credit union of the SYIP Program

#### 3) Payment by COMPANY PAYROLL – paid directly to the student

### SUPERVISION

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 (two on-site or virtual visits during the 5-week internship period).

### STUDENT ACCIDENT INSURANCE

**THERE IS NO LIABILITY FOR THE EMPLOYER AS ALL INTERNS ARE REQUIRED TO OBTAIN STUDENT ACCIDENT INSURANCE.**

**(Football Insurance is not acceptable)**

**For more information, call the SYIP Hotline at 305-693-3005.**



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**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**2025 Summer Youth Internship Program (SYIP)**  
**July 1 through August 2, 2025 (tentative)**  
**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. Sponsors are The Children's Trust, Miami Dade County, Career Source South Florida, and EdFed - The Educational Federal Credit Union.

**2. Who is eligible?**

Rising 10th through 12th grade high school students (current 9<sup>th</sup> through 11<sup>th</sup> graders) between the ages of 15-18 and enrolled in Miami-Dade County Public Schools or Charter Schools. Students must be eligible to work, reside in Miami-Dade County, open an account with the EdFed - The Educational Federal Credit Union, the ONLY Financial Institution of the SYIP program, and complete the online pre-internship course. The online pre-internship course must be completed within **30 days of course enrollment but no later than May 9, 2025**. The deadline to complete all eligibility documents and open an EdFed - The Educational Credit Union account is Friday, **May 9, 2025**. Students are required to complete 150 hours of work to successfully complete the program and are not allowed to be out for more than two days.

**3. How do students enroll?**

A student must first complete the online pre-internship course and submit required completed documentation online through JotForm link in Schoology (Traditional Schools) or Google (Charter Schools). Parents and students can contact the Internship Hotline (305-693-3005) to find out more about enrollment and their School Champion. **First contact the School Champion at your school or your Academy Lead Teacher who will enroll you in the pre-internship course. See List [ctemiami.net/summer-internships](https://ctemiami.net/summer-internships)**

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

After completion of the online pre-internship course and submission of required documentation, all requirements are checked. Then students are authorized to upload their resumes to [Miamiinterns.org](https://miamiinterns.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 coursework does not guarantee placement into this program.**

**5. Is this a paid internship?**

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

**6. How do students get paid?**

The Summer Youth Internship Program is sponsored by The Children's Trust, Miami Dade County, CareerSource of South Florida, Foundation for New Education Initiatives and EdFed - The Educational Federal Credit Union. Students will receive two (2) payments directly deposited into their account with EdFed - The Educational Federal Credit Union, the ONLY Financial Institution of the SYIP Program:

- 1<sup>st</sup> payment of \$500.00 – Friday, July 18, 2025 (Must have a minimum of 50 hours submitted by July 11)
- 2<sup>nd</sup> payment of \$1,000.00 – Friday, August 8, 2025

***Students must open their credit union accounts by Friday, May 9, 2025, 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 may be delayed if a student has not turned in their timesheets on time. No more than two absences are allowed, and the required 150 total hours must be completed during the SYIP program from July 1 - August 2, 2025 (tentative).***

**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 supervisor over the summer who will collect their assignments and time sheets. Grade calculation: 50% assignments and 50% internship supervisor assessment. Students may also receive dual enrollment college credit if they meet Miami Dade College established criteria and submit required forms.

**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**





**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2025 SUMMER YOUTH INTERNSHIP PROGRAM (SYIP)  
PROTOCOLS**

**July 1 through August 2, 2025 (tentative)**

**Eligibility Document Deadline: May 9, 2025**

**Online Pre-Internship Course completed  
within 30 days of enrollment or at the latest Deadline: May 9, 2025**

**Includes lessons:  
on internship procedures, “Emerge” resume-writing and interviewing skills,  
and “Florida Ready to Work” Soft Skills**

**Protocols for Traditional and Charter Schools**

1. Administrators recruit and support a teacher or staff member to be the **“School Champion(s).”** If a school does not have a Career and Technical Education (CTE) program or academy with a CTE teacher who can be the School Champion, it is suggested that administrators recruit another teacher or staff member. **See briefing #46640** for more information and link to the list 2025 Champion(s).
  - M-DCPS School Champions at district traditional schools need access to and to be familiar with Schoology for course lessons.
  - Charter School Champions will be given access to Google drive for all student lessons and directions.
2. School administration and Champions recruit school-wide for students who meet the eligibility criteria for the SYIP Internship. Marketing materials, such as announcements and videos will be provided by CTE. Review the Summer Internship Youth Program Handbook with the applicants concerning eligibility (age, grade in 2025-26, dates of SYIP). Handbook will be posted on [ctemiami.net/internships](https://ctemiami.net/internships)
3. **New and returning School Champions are required to attend one-day professional learning.** (New technology and processes, will be shared for the 2025 SYIP.) Register in the M-DCPS Frontline Education system for one of these dates: **Charter Schools - January 29; M-DCPS Schools - January 22; February 4, 12, 19, or 26, 2025.**
4. School Champions will manage enrollment and student completion of the online **Pre-Internship Coursework within 30 days of enrollment or at the latest: May 9, 2025. Course lessons to be completed:**
  - *Student Handbook, internship rules and procedures* (M-DCPS in Schoology, Charter in Google Drive);
  - *Florida Ready to Work SOFT SKILLS* (M-DCPS in Schoology, Charter login accounts);
  - *Emerge, lessons on resume and interviewing skills* (M-DCPS in Schoology, Charter in Google Drive).
5. School Champions will support students in obtaining an account with EdFed - The Educational Federal Credit Union by **May 9, 2025**, for direct deposit payments of grant stipends.
6. Schools will publicize and encourage intern parents to attend one of the virtual Parent Information Sessions April 7, 8 and 9, 2025. Registration to be posted on MiamiInterns.org and at [ctemiami.net/internships](https://ctemiami.net/internships)
7. ***This year students will complete forms online through JotForm.*** The CTE SYIP staff will ensure student completion of all documentation by **May 9, 2025.** Directions will be given in the School Champion training.
8. **The SYIP CTE Staff will verify requirements completed and mark students APPROVED in [MiamiInterns.org](https://miamiinterns.org), so students will be able to search for internship providers.** Before that school champions should support students in search process by reviewing intern resumes before uploaded to MiamiInterns.org, remind students to look at [MiamiInterns.org](https://miamiinterns.org) daily until they are hired, give them any updates, etc. (Directions for search will be shared with School Champions to review with students.
9. The registration process for this dual enrollment course is done at the school site through the assigned counselor. Students are not required to take the MDC admissions test to enroll. The SYIP course counts toward acceleration and must be entered into TRACE by the school site before the identified timeline at the beginning of the school year 2026-2027.
10. School Champions notify students of SYIP status before the end of the school year and remind students of the Internship hotline (CTE Department 305-693-3005) and checking their M-DCPS student emails for any SYIP notices.



## Protocols for Students

**STUDENTS, FIRST CONTACT YOUR SCHOOL CHAMPION  
OR ACADEMY LEAD TEACHER.**

**See List of School Champions:** [ctemiami.net/internships](https://ctemiami.net/internships)

### Pre-Internship:

1. To apply for the internship: Complete all requirements for eligibility as per checklist by **May 9, 2025**, including the W-9 form and TANF form(s) in **JotForm**. *(Students, the information on these forms should be your information NOT your parents/guardians).*
2. Complete online Pre-Internship Preparation Course including: lessons about the internship, Florida Ready To Work Soft Skills and Emerge – resume and interviewing skills within 30 days of your enrollment by the School Champion, or at the **latest, May 9, 2025**. (Returning interns complete all lessons about the internship, Florida Ready to Work Soft Skills Assessment or Digital Skills)
3. Students cannot begin the internship provider search on [MiamiInterns.org](https://MiamiInterns.org) until all coursework is complete and the required forms are uploaded into JotForms, resume is complete and reviewed by School Champion.  
**The SYIP CTE Staff will VERIFY the following and everything on the checklist (see page 27):**
  1. all required documents are uploaded and forms completed via JotForms
  2. including proof of coursework completion,
  3. social security verification form shows work eligibility**Then the CTE Staff will mark students APPROVED in [MiamiInterns.org](https://MiamiInterns.org) to search for internship providers.**
4. Clarify any scheduling or transportation problems with the internship provider.
5. Accept the position offered at [miamiInterns.org](https://miamiInterns.org) within seven days of notification or pending offers will be canceled.
6. Call to cancel any pending interviews once a position has been accepted.
7. Before the school year ends inform your School Champion when you are hired.
8. Open an EdFed account by **May 9, 2025**. If not opened on time, the first payment may be delayed.
9. You are officially hired once you accept the position and you will be notified through your school email.

### Interns - During the Internship

1. Work the entire length of the internship (5 weeks and 150 hours). **All hours must be completed during the SYIP program dates July 1 - August 2, 2025 (tentative).**
2. Follow the schedule as assigned to you by the worksite Internship Provider.
3. Complete all assignments (see Student Handbook).
4. Turn in timesheets on time. *(Must work a minimum of 50 hours by July 11 to qualify for the first payment.)*
5. Observe summer school attendance policies (no more than two absences are allowed). No vacations are allowed including remote work.
6. Make up any hours for stipend payment purposes, if applicable (before last day of the internship).
7. Mid-term progress reports will be issued to any student that has a failing grade.

### Interns - After the Internship

## Protocols for Internship Providers

1. Registered to do business in the state of Florida and located in Miami-Dade County.
2. Sign-up at [MiamiInterns.org](https://MiamiInterns.org) and wait for approval.
3. Review and sign the Internship Provider Agreement via JotForms (sample in the Internship Provider Handbook).
4. Interview the student applicant in-person or virtually.
5. Arrange to pay for any background check or fingerprinting of interns.
5. Assign a worksite mentor. Share organization employee rules and review expectations of interns.
6. Participate in an Internship Provider Orientation and training (Dates: May 6 and 13, 2025).
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. Check that an Emergency Contact Form is on file at the Internship Provider's office for each intern.
9. Review and approve intern's timesheet on a weekly basis.
10. Complete the required internship assessment that will be emailed to you by the deadline.





## 2025 Summer Youth Internship Program (SYIP) July 1 through August 2, 2025 (tentative)

### Suggested Work Schedule

*(To be able to meet the 150 hour requirement)*

Students are required to work the entire length of the internship (**5 weeks and 150 hours**). All hours must be completed during the SYIP program dates July 1 - August 2, 2025 (tentative).

**NOTE:** Most of internships will be scheduled by employers for Monday - Friday, but several types (such as retail, restaurants, etc.), may work on Saturdays or Sundays. Students are **NOT TO WORK 7 days a week** per Federal and State Child Labor Laws and **NO more than 8 hours a day**.

Weeks	Dates	Suggested Number of Days /Week*	Hours Per Day	Suggested Number of Hours per week
Week 1	July 1 - July 5, 2025	3	7	21
Week 2*	July 6 - July 12, 2025	5	7	35
Week 3	July 13 - July 19, 2025	5	7	35
Week 4	July 20 - July 26, 2025	5	7	35
Week 5	July 27 - August 2, 2025	4	6	24
			<b>TOTAL</b>	<b>150**</b>

\*Students must have 50 hours submitted by July 11, 2025 to receive the first stipend payment.

\*\* Hours may be adjusted to meet the 150 hour requirement before August 2, 2025 but must still meet Federal and State Child Labor Laws. **If interns work after August 2nd, the hours can not be applied to 150 hour requirement for stipend payment, but might count for community service if meets your school requirements (contact your school for forms and requirements).**

#### STIPEND PAYMENT

Students will receive two (2) payments directly deposited into their EdFed - The Educational Federal Credit Union:

- 1<sup>st</sup> payment of \$500.00 – Friday, July 18, 2025 (Must have a minimum of 50 hours submitted by July 11)
- 2<sup>nd</sup> payment of \$1,000.00 – Friday, August 8, 2025
- Total of \$1,500.00





# FINDING SUCCESS IN YOUR INTERNSHIP!

## SUMMER INTERNSHIP – SYIP RULES AND PROCEDURES

The internship is arguably the single most important component of a high school career pathway curriculum, or preparation for college and career! 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 nonnegotiable rules and procedures.

It takes several people to make this program successful, including:

- ▶ Students
- ▶ Parents/Guardians
- ▶ Student's CTE Teacher
- ▶ Lead Academy Teacher
- ▶ School Internship Champion
- ▶ Internship Provider (Employer)
- ▶ M-DCPS Instructional Supervisor\*



All persons involved must be aware of and comply with non-negotiable rules and procedures. Students, teachers and parents must recognize the importance of a student internship and plan accordingly.

*\*Student interns will have a teacher who will supervise the summer internship work and assignments, and will help communicate with the internship provider.*

### STUDENT RESPONSIBILITIES

Before the internship, the student must:

**1. FIRST - School Champion will verify your proof of work eligibility by reviewing your social security card. The card should NOT have any statement or wording other than student name and social security number.**

**2. Complete the online coursework, within 30 days of your enrollment by the School Champion, or at the latest, by May 9, 2025 including:**

- 👍 SYIP lessons - handbook, rules, procedures, etc.
- 👍 Emerge Resume and Interviewing Skills
- 👍 Florida Ready to Work SOFT SKILLS obtaining Certificate of Completion\*

STUDENTS may work on Emerge and Ready to Work courses at the same time. Most lessons within courses are completed sequentially however. Lessons and directions for M-DCPS students in Schoology and for Charter students in Google Drive materials.

*\* Returning interns should pass the **Soft Skills Assessment Credential** or earn **Digital Skills Certificate of Completion**.*

**3. Compile documents, certificates and other information to fill out JOTFORMS, as soon as possible or at the latest by May 9, 2025. The JotForms link will be in a lesson.**

- 👍 Open Summer Internship direct deposit account with EdFed - The Educational Federal Credit Union **May 9, 2025** (or contact EdFed to inform credit union to enroll you in SYIP internship again this year.)
- 👍 Have information available for W-9, addresses, emergency phone numbers, etc. to fill out JotForms
- 👍 Buy or show proof of M-DCPS student accident insurance (parents' or guardians' health insurance plan does not meet this requirement) Sign up for insurance: [https://www.hsri.com/K12\\_Enrollment/Main/default.asp](https://www.hsri.com/K12_Enrollment/Main/default.asp)  
(Football Insurance is not acceptable)

**Students who purchase either the At-School coverage or the At-School including Athletics & Activities coverage during the school year are covered for the ENTIRE SUMMER INTERNSHIP PROGRAM even though their ID cards state that coverage ends on July 31, the expiration date of the current plan year.**

**NOTE: Because internship positions are limited in number, completion of coursework, forms, etc. does not guarantee an internship.**



# SUMMER INTERNSHIP – SYIP RULES AND PROCEDURES

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## STUDENT RESPONSIBILITIES Cont.

Before the internship, the student must:

### 4. Register in MiamiInterns.org. (follow directions to login with Clever in Handbook Resources)

Students will be **approved to sign up at MiamiInterns.org upon completion of all Online Pre-internship course lessons and JOTFORMS completion.**

- ▷ Upload resume after School Champion reviews it for you.
- ▷ After approval by Champion, do search for Internship Provider by your interest, by map, or by list of providers. This list changes daily, so search often.
- ▷ Be sure of your choices and click on those companies to let them know you are interested.
- ▷ Check email for invitations to interview, call or email if need to change time or day of interview.
- ▷ During the interview clarify scheduling or transportation issues.
- ▷ Accept the first position offered, call to cancel all other interviews once an internship position has been accepted, be sure employer has marked student as hired in MiamiInterns.org.
- ▷ Accept the position offered at miamiInterns.org. within seven days of notification or pending offers will be canceled.
- ▷ Notify School Champion or Academy Lead Teacher when hired.
- ▷ OR if you have an INTERNSHIP PROVIDER lined up on your own, the provider **MUST** register in [MiamiInterns.org](https://MiamiInterns.org) first to be approved as an instructional provider.

Directions for MiamiInterns.org will be shared with your School Champion posted on the home page of [MiamiInterns.org](https://MiamiInterns.org) and webpage [ctemiami.org/summer-internships](https://ctemiami.org/summer-internships)

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## During the internship, the student must:

- ▷ Work the entire length (**150 HOURS**) of the internship (activities such as cheer leading camp, vacation, football practice, etc., cannot be used as excuses for absences during the internship).
- ▷ Follow the schedule as assigned at the internship provider site (internship supervisors assign hours; students may not have hours changed to suit their needs).
- ▷ Ask for and follow the company's employee handbook of rules.
- ▷ **Complete all assignments when DUE** (student interns receive 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 and grade purposes; (make up any days or hours missed for ANY reason, such as, illness, doctor appointments, etc.)
- ▷ 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 from work site allowed without prior district authorization.)

**Interns will receive a letter grade for the internship, which includes completion of assignments with a final project presentation. Their Internship Provider will grade them on their performance. Those two grades are averaged together for your final grade. It is very important to do well on the job!**





## Integrating into the Internship Environment

You have district school student ID and you are entered into the district gradebook for attendance and grades.

**July 1, 2025 through August 2, 2025 (Tentative)**

**Students will be enrolled in a 1-credit high school course which goes onto your high school transcript.**

***As a student of Miami-Dade County Public Schools, (M-DCPS) you are required to follow the M-DCPS Student Code of Conduct***

Students don't often understand that the internship is very much like a real job, they can be fired from the internship by breaking rules of the company or breaking rules found in the **Student Code of Conduct**. You agree to follow those rules every school year, and if you are chosen to be an intern this summer, you will be agreeing to go by the same Code of Conduct.

### ***Do's and Don'ts - See Florida Ready to Work Soft Skills for more!***

#### **Do: - be on time.**

- be responsible.
- be dependable.
- be cooperative.
- be honest.
- be pleasant and **polite**.
- be alert coming and going to work.
- dress for success.
- be a team player

#### **Don't: - use street language or swear words.**

- eat at your desk.
- use the Internet for personal business without prior approval.
- check personal e-mails.
- chew gum.
- have ear buds or ear phones on while on the job.
- text on the job

### ***Everybody's On the Phone!***

We all live on the phone don't we? But it will be different when you are working at your internship work-site. The following are some suggestions for you. Remember just like at school, even when there is nothing to do at the moment, DON'T be on your phone during work hours.

Instead, at the beginning of your internship, ask now if there is something which needs to be done in times that your supervisor might be too busy to give you a task.

- Ask permission to use the office phone for personal calls (for urgent calls only).
- If you are permitted to make personal calls, make them short.
- Do not make any long distance personal calls.
- Do not answer or make personal calls from your cell phone during work time.

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### ***You and Your Internship Supervisor (at work site)***

- ▷ Make a note of names and telephone numbers of both Internship Work Supervisor and your Instructional Supervisor, in case of emergency.
- ▷ If you are ill and cannot go to work, call your Internship Work Supervisor as soon as possible, and your Instructional Teacher Supervisor that day.
- ▷ If you become ill at work, notify your Internship work supervisor and ask permission to leave.
- ▷ Listen carefully when instructions are given. If necessary, take notes. Ask questions when you do not understand the instructions.
- ▷ The records you handle are confidential. Do not disclose information you may see. Ask your internship supervisor if there is additional work if you feel underutilized.

***If a problem arises at work, try to solve it with your Internship work supervisor. Or ask for assistance from your M-DCPS Instructor Internship Supervisor. They will be in touch with you often by phone or messaging.***

***OR Call the SYIP Internship Hotline: 305-693-3005***



## Internship High School Course Credit

Students will be enrolled in a **1-honors credit high school course** for the length of the internship (July 1, 2025 through August 2, 2025).

- The course title will vary depending on the student's major focus in high school. (See the course framework below.)
- School: Department of Career and Technical Education (CTE)\*
- Grades will be entered into the 2025 Summer School Session gradebook by the **student's assigned Instructional Internship Supervisor \*\***
- **Interns' final course grade will be calculated as 50% weekly assignments and 50% Internship Provider evaluation (worksite supervisor)**

*\*STUDENTS DO NOT WORK AT CTE, they will report for work AT THEIR WORKSITE, either online or at a physical location and complete course assignments at home.*

*\*\*A desktop computer or laptop is necessary for students to use for the weekly graded assignments.*

**To check out a district laptop, you must make arrangements well before the end of school. Contact your School Champion/Teacher or School Administrator to check out a district laptop.**



### Florida Department of Education COURSE DESCRIPTION - GRADES 9-12

**Subject Area:** Experiential Education  
**Course Number:** 8845139-AOHT/ 8815130 – AOF/ 0500300LS – AOIT/ 0500300LS – AOE  
**Course Title:** Hospitality Internship I/ Financial Internship I/ Executive Internship I (Leadership Skills)  
**Credit:** 1.0 credit (high school)

- A. Major concepts/content:** The purpose of this course is to provide a practical introduction to the work environment through direct contact with professionals in the community. The content should include, but not be limited to, the following:
1. Discussion of professional job requirements
  2. Building vocabulary appropriate to the area of professional interest
  3. Development of decision-making skills
  4. Development of personal and educational job-related skills
- B. Special note:** The nature of this program requires great flexibility in the duration of the course and the number of contact hours. Student performance standards must be designed to meet the uniqueness of the course.
- C. Course Requirements:** After successfully completing this course, the student will:
1. Describe educational, personal, and professional requirements of the profession.
  2. Understand and use vocabulary appropriate to the profession.
  3. Understand special needs unique to a particular profession.
  4. Demonstrate knowledge of special technologies.
  5. Read literature related to the profession.
  6. Exhibit growth in functioning in the adult world and professional community.
  7. Use appropriate decision-making techniques in exploring career possibilities.
  8. Demonstrate appropriate responsible behavior in various situations.
  9. Demonstrate application of academic skills in the performance of the internship responsibilities.



**Students may also apply for Dual Enrollment credit with Miami Dade College (MDC), which will require additional work assigned by an assigned college instructor.**  
**See the Flyer on next page with registration information.**



**Florida Department of Education  
Internship Training Program  
Dual Enrollment Credit – Miami Dade College**

**Statewide Course:** Internships/Practicums/Clinical Practice

<b>MDC Course Number:</b>	<b>CIS1949</b>	<b>Computer Information Systems (AOIT)</b>
	<b>EGN1949</b>	<b>Engineering (AOE)</b>
	<b>GEB1949</b>	<b>General Business Internship 1 (AOF)</b>
	<b>GEB2949</b>	<b>General Business Internship 2 (AOF)</b>
	<b>HFT1949</b>	<b>Co-op Work-study Internships I: Hospitality (AOHT)</b>
	<b>EME2040</b>	<b>Creativity, Innovation, and Technology for the 21st Century Learner</b>

**Credit:** 3 credits

**Course Descriptions:**

**CIS1949: Co-op Work Experience 1: Computer Information Systems:**

Designed as a work experience for students majoring in computer information systems programs. Students will learn to apply the skills and knowledge that they have acquired through their program of study in a real work environment.

**EGN1949: Co-op Work Experience 1: Engineering:** Designed for students majoring in engineering programs. Students will learn to apply the skills and knowledge that they have acquired through their program of study in a real work environment.

**GEB1949: General Business Internship 1:** Internship provides students with an opportunity to gain business experience while receiving academic credit. Students will learn to make connections between their internship experiences, academic coursework, and career goals.

**GEB2949: General Business Internship 2:** This internship is a continuation of GEB 1949 and provides students with an opportunity to gain business experience while receiving academic credit. Students will learn to make connections between their internship experiences, academic coursework, and career goals.

**HFT1949: Co-op Work-study Internships I: Hospitality** This is a course designed to continue training in student's fields of study through work experience. Students are graded based on documentation of learning acquired as reported by student and employer.

**EME2040: Creativity, Innovation, and Technology for the 21st Century Learner:** The student will learn to manage a productive and safe technology environment by promoting creativity and innovation in the classroom. The student will gain 21st century knowledge, skills, and attitudes for applying technology.

**Eligibility Criteria**

To be eligible for dual enrollment participation through Miami Dade College, students must meet the following criteria:

- Meet the eligibility requirements of Miami Dade County Public Schools
- Have a minimum 2.5 unweighted High School GPA.
- Students are not required to take the Miami Dade County admissions test to enroll. The SYIP course counts toward acceleration and must be entered into TRACE by the school site before the identified timeline.
- The registration process for dual enrollment course is done online with MDC.
- **See next page for flyer and registration link.**



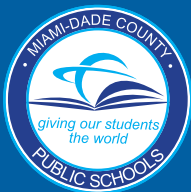


# EARN **FREE** COLLEGE CREDITS DURING YOUR INTERNSHIP



## Register for Dual Enrollment

Enroll now and in addition to your paid work experience, Miami Dade College can also provide you with **FREE college credits!**



For further assistance, call **305-237-8888** or visit us online at:

[www.mdc.edu/dual-enrollment/summer-youth-internship-program](http://www.mdc.edu/dual-enrollment/summer-youth-internship-program)



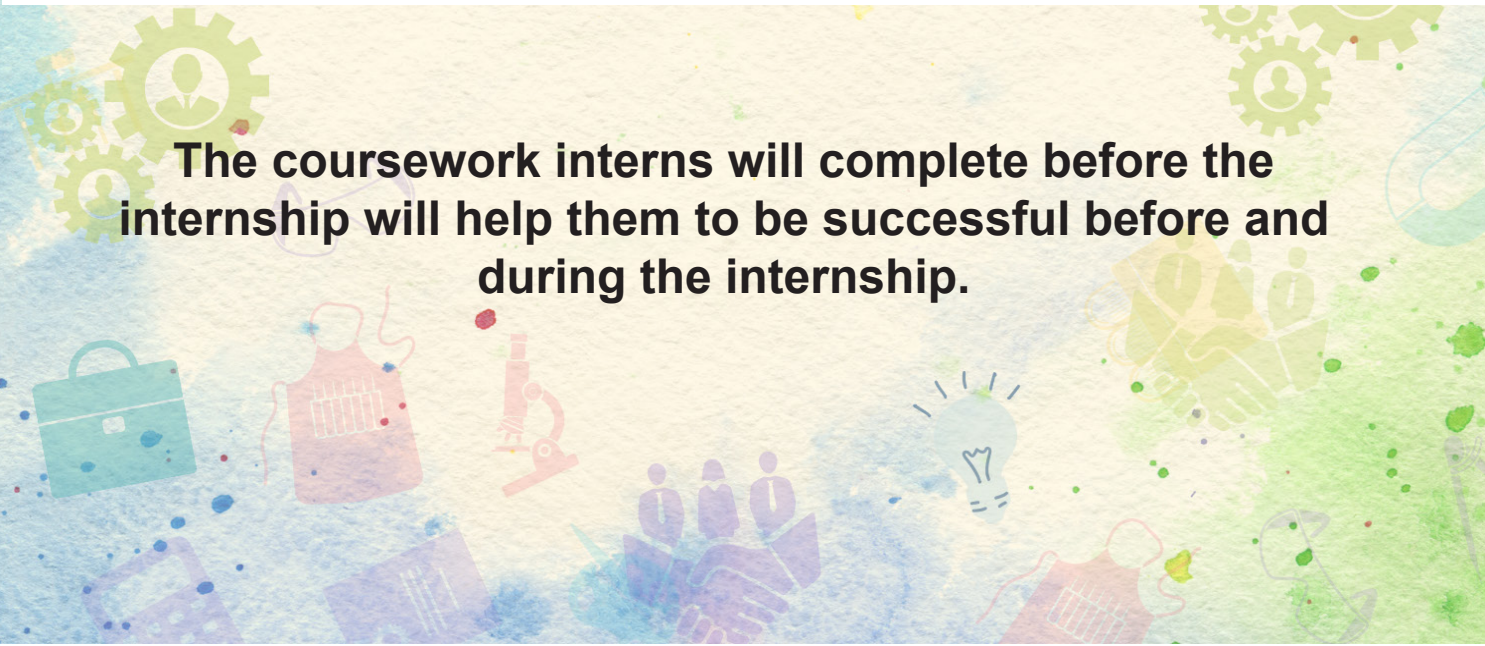
APPLY







# 10<sup>TH</sup> ANNIVERSARY **SUMMER YOUTH INTERNSHIP PROGRAM**



**The coursework interns will complete before the internship will help them to be successful before and during the internship.**





## State-sponsored foundational employability skills training and credentialing solution.



**Online career-contextualized training develops the foundational skills required by most jobs, across industries. The training is self-directed, self-paced, and accessible from any computer or tablet any place, anytime.**

**Student intern applicants will complete the Soft Skills Training**



**Soft Skills Training** teaches employability and social skills in a career context. Modules include Communicating Effectively, Conveying Professionalism, Promoting Teamwork & Collaboration, and Thinking Critically & Solving Problems. The courseware offers a blended learning approach with offline project-based activities and capstone projects to supplement the interactive digital curriculum.

**Returning interns are required to complete the Soft Skills Assessment OR the Digital Skills Training (turn in Certificate of Completion for Digital Skills).**



**Digital Skills Training** is a self-paced course that provides learners with the skills needed to navigate technology in the workplace. Modules include Computer Operations, Internet Browsing, Digital Communication, Digital Documents, and Digital Security.



**Academic Employability Skills Training** offers a series of career-focused modules to improve learners' readiness in foundational academic employability skills including math, reading, and data. The courseware can be self-paced or delivered by an instructor, and all content addresses core skills required for entry into all 16 national career clusters.

Each training module contains a course component that includes instructional content, a knowledge-check quiz, and practice exercises that allow learners to apply the skills to real life, practical situations. To complete each module, learners take a posttest to recap what they've learned.

The posttest at the end of each module measures mastery of content. When the learner scores 80% or greater on the posttest, they earn an eBadge and advance to the next module. When learners have completed every module and earned their eBadges, they earn a Certificate of Completion.

### Did you know...

Learners who successfully complete the training courseware can access digital versions of their eBadges and Certificates of Completion. These digital badges can be shared on social media, added to an email signature, included in an online portfolio or resume, and more.



[floridareadytowork.com](http://floridareadytowork.com)



# SOFT SKILLS COURSEWARE

Employability and social skills in a career context

## Learn to develop the skills that can last a lifetime

What are the most important skills that employers find lacking in job applicants? Whether referred to as attitudinal or behavioral skills, social skills, job search skills, or essential skills, one thing is clear: high school, college, and workforce program graduates generally lack mastery of these skills. It is up to us as educators, program administrators, and communities to work together and ensure all learners have a strong awareness of the soft skills needed to succeed in any career.

## Soft Skills Courseware develops attitudes and behaviors critical for success in the workplace.

Professional attitudes and work habits are essential for upward mobility in the 21st century economy. Soft Skills Courseware helps learners develop and demonstrate attitudes and behaviors that are critical for career and life success.

Communicating effectively, conveying professionalism, promoting teamwork and collaboration, and thinking critically to solve problems are the main subject areas of WIN Learning's comprehensive approach to preparing students for success and providing future employers with workplace-ready candidates.

Courseware Progress			
Module	Progress	Ebadge	Latest Score
Communicating Effectively			88 Pretest 6/28/2023
Conveying Professionalism			
Promoting Teamwork and Collaboration			
Thinking Critically and Solving Problems			



## Soft Skills Courseware



## Blended learning solution

Soft Skills Courseware offers a blended learning approach with offline project-based activities and online reviews and checks for understanding. Each fully narrated online module includes a pretest, instructional content, and a posttest to measure learning gains.

Along with the interactive digital curriculum, Soft Skills Courseware provides practical classroom activities and a culminating capstone project to support the development of foundational interpersonal skills and positive work habits.





**Rubin “Emerge” is an employability skills online platform which is a blend of ebooks, self-paced assignments, videos and quizzes giving students age-appropriate instruction on how to write, speak and lead with confidence.**

### **Sampling of lessons from Emerge coursework**

#### **Unforgettable Resume**

*Learn to write dynamic resume sections for Skills, Experience and Education*

- Video: Overview
- Reading: Samples and resume templates
- Assignment: Never, Ever be Vague
- Reading: What if you don't have work experience?
- Activity: Creating your work experience section

#### **Job Interview Prep**

- Video: Wrong and right ways to shake hands
- Video: Wrong and right ways to answer questions
- Activity: How to Share Your Stories of Success
- Activity: How to Prepare Smart Interview Questions

***and much more interactive content!***

***NOTE: Students will submit resume on the MiamiInterns.org website for potential internship providers to review.***

#### **Certification, Digital Badges and Printable Certificates**

Students have the chance to earn Digital Badges





## ASSIGNMENTS DURING THE INTERNSHIP

To earn an academic grade for the internship, interns will complete assignments each week.

The weekly assignments will be completed on student intern's own time, submitted and graded by their Instructional Supervisor.

Through these assignments, you will gain skills in the areas of interpersonal relations, resources, company organization, and technology. **All written assignments must be done on your own time** and must be submitted by the deadline as assigned. Complete sentences, proper grammar and punctuation are also essential. Details will be posted for students through Schoology lessons and the bulb app website (for all traditional school and charter school student interns.)

IT IS IMPERATIVE, that students maintain contact with their Instructional Supervisor every week for their weekly assignment directions. Students should check their email, voice mail and texts regularly. All interns (from traditional and charter schools) will have a Schoology account with a course for the assignments.

A desktop computer or laptop is highly recommended for students to use for the weekly graded assignments.

**To check out a district laptop, you must make arrangements *well before the end of school.***

Contact your School Champion/Teacher or School Administration to check out a district laptop.

### Internship Week, Assignment Theme and Due Dates

<b>WEEK 1</b>	<b>Goals, Objectives and Rules</b>	<b>Due Monday, July 7, 2025</b>
<b>WEEK 2</b>	<b>Planning Ahead/Reflections</b>	<b>Due Monday, July 14, 2025</b>
<b>WEEK 3</b>	<b>Final Project</b>	<b>Due Monday, July 21, 2025</b>
	Employer Assessment	Due Monday, July 21, 2025





## WEEK 1 - Goals and Objectives

After completing this assignment, you will become aware of goals and objectives of the internship, your job responsibilities, how to develop your personal goals, the importance of time management. **You will submit your goals and objectives ONLINE for the summer internship, creating a digital portfolio page using a template. More instructions will be given to you during the internship.**

**Two Grades: One for creating page for your “Goals & Objectives” in your bulb digital portfolio; one grade for completing electronic time sheet**

### Assignments:

1. Develop a list of personal goals & objectives that you would like to accomplish during your internship (at least three goals).
  - a. Set up a meeting time with your internship supervisor to discuss your goals, objectives, and job responsibilities.
  - b. From that meeting, formulate a revised outline of realistic goals, objectives, and goal related activities as well, as the anticipated timeline for completion.
2. Locate the **Internship Assessment sample on page** in this handbook . Review the performance factors.
  - ☐ Explain to your internship work supervisor that the assessment process should be completed by Week 3. Then, ask the following question and record your internship supervisor’s responses.
  - ☐ “What criteria will be used to evaluate my performance on the indicators on the **Internship Provider Internship Assessment?**
3. Learn the rules and procedures of the company/organization by asking your supervisor for a copy of the **Employee Handbook**.
  - a. Ask them to review the rules with you explaining which rules would pertain to you as an intern (possibly all of them) and the consequences.
  - b. Ask them to explain any rules or procedures you don’t understand. And ask which rules are the most important and why.
  - c. You will be placing this information into your final presentation along with advice for future interns.
4. Complete and turn in the time sheet for Week 1 on MiamiInterns.org. Remember to have your WORK supervisor/internship provider to approve it when the system sends the email.



## WEEK 2 - PLANNING AHEAD

As an intern, it is important the expectations of planning ahead. This week you will enter photos and information about your internship company/organization. Detailed directions for the final assignment and an upload link will be provided by your instructional internship supervisor (and will be posted in bulb app template.)

***Two Grades: One for creating a page for the Rules and/or Procedures of the Internship company in your bulb digital portfolio page; another grade for completing electronic time sheet.***

### Assignments

1. Create a page identifying the four Rules and/or Procedures of the internship organization in your bulb digital portfolio. **Detailed directions and how to submit document will be provided during the internship.**
2. Begin taking/collecting photos for your PowerPoint/Photostory assignment that is due on Week 3.
3. Complete and submit your timesheet for Week 2 in MiamiInterns.org. Remember to have your WORK internship supervisor approve it.

## REFLECTIONS

Reflection allows an intern to consider the work he/she has provided to an organization and to better understand their role within the organization. Having the time to reflect also gives you the opportunity for personal growth when you can look within and see the skills that you have acquired through this internship. Detailed directions and a link will be provided to you during the internship.

***Two Grades: One for submitting your student Self-Evaluation Form creating; one grade for completing electronic time sheet***

**Note: You should continue to work on the final project, it is due WEEK 3.**

### Assignments

1. Review the goals you expected to achieve during your internship with your supervisors and discuss with them the goals you accomplished and explain why you feel achievement occurred. If your goals were not achieved, clarify why you feel they were not reached. (Don't have to turn in anything.)
2. Watch for email or other communication to complete the Student Intern **Self-Evaluation Form**, (your instructional/teacher supervisor will see the submission and give you a grade for completing form. You don't have to email the completed form.)
3. Complete the time sheet for Week 3. Remember to have your WORK intern supervisor approve it when they receive an email from MiamiInterns.org



## WEEK 4- ASSESSMENT AND TECHNOLOGY

During the internship, you have encountered performance skills necessary for workers to function effectively in high performance organizations that will be able to compete in a global economy.

These skills include problem-solving, reasoning, critical thinking, working in teams, allocation of resources, inter-relationships and systems, and the uses of information and technology.

There are many benefits of using technology in the workplace. Technology can improve the up-to-date information and communication resources, increase work performance, and provide a link to needed resources. Detailed directions and an upload link are provided in the online Internship course. Interns will post their final presentation into the SYIP Bulb Digital Portfolio.

### Assignment

1. Your job task is to create a PowerPoint/PhotoStory presentation about your Internship experience. You will be graded on the following:
  - a. Multimedia presentation (Video, PowerPoint/PhotoStory: content, creativity, grammar and spelling, slide transitions, clipart and photos)
  - b. You may present this project to your colleagues in the junior class upon your return to school. This presentation may serve as your first assignment in your senior Academy class. *Check with your lead teacher once school starts in August for submission and presentation at your school.*

### CRITERIA:

- ❖ Minimum of 15 slides which should include a title and closing slide.
- ❖ Include a photo of your office, company, internship supervisor or co-workers and company logo.
- ❖ Content: title slide, history of organization, organization chart, duties and responsibilities, recommendations to future interns, closing slide
- ❖ **Narration: the presentation should be narrated and self-running.**
- ❖ Internship Grading criteria:
  - Format: In the online course, you will either upload an electronic copy, (you may need to compress any photos to reduce the size of the file) or upload a link to a “cloud” storage site, such as “Google, Onedrive, Dropbox, etc.” and send an invite to the Instructional Supervisor in order to view the file (by email and through the online course message box.)

### DUE DATE:

1. Final project for Internship credit deadline TBA. Submit the project in the online Internship course. See course lesson for directions.
2. Complete and turn in the time sheet for Week 5. Remember to have your WORK internship supervisor sign it.

**Note:** *Deadline for submitting FINAL assignments and documents will be given to interns at the beginning of the internship. All documentation must be received by the Instructional Supervisor before the end of the internship.*

## WEEK 5 - COMPLETE FINAL TIME SHEET



## INTERNSHIP ASSIGNMENT CHECK OFF\*

### Week 1 -RESOURCES

### PERCENTAGE

- |   |    |
|---|----|
| <input type="checkbox"/> Goals, Objectives, Goal-related Activities | 10 |
| <input type="checkbox"/> Timesheet                                  | 5  |

### Week 2 –PLANNING AHEAD

- |   |    |
|---|----|
| <input type="checkbox"/> Employee Rules and Procedures                            | 10 |
| <input type="checkbox"/> Begin taking/collecting photos for PowerPoint/Photostory | -- |
| <input type="checkbox"/> Timesheet  | 5  |

### Week 3 -REFLECTIONS

- |   |    |
|---|----|
| <input type="checkbox"/> Self-Evaluation Form | 10 |
| <input type="checkbox"/> Timesheet            | 5  |

### Week 4 -ASSESSMENT & TECHNOLOGY

- |  |    |
|--|----|
| <input type="checkbox"/> Timesheet             | 5  |
| <input type="checkbox"/> PowerPoint/Photostory | 45 |

### Week 5 - FINAL TIMESHEET

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> 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 evaluations (50%) to determine the final grade.**



## MULTIMEDIA PRESENTATION PROJECT: Internship Powerpoint/Photo Story

CATEGORY	7	5	3	1
Requirements	All requirements are met and exceeded, such as: minimum of 15 slides, including title and closing slide; photo and narration.	All requirements are met.	One requirement was not completely met.	More than one requirement was not completely met.
Content	Covers topic in-depth with details and examples such as employee handbook. With some rules highlighted	Includes essential knowledge about the topic. Subject knowledge appears to be good.	Includes essential information about the topic but there are 1-2 factual errors.	Content is minimal OR there are several factual errors.
Attractiveness	Makes excellent use of font, color, graphics, effects, etc. to enhance the presentation.	Makes good use of font, color, graphics, effects, etc. to enhance the presentation.	Makes use of font, color, graphics, effects, etc. but occasionally these detract from the presentation content.	Use of font, color, graphics, effects etc. but these often distract from the presentation content.
Organization	Content is well organized using headings or bulleted lists to group related material.	Uses headings or bulleted lists to organize, but the overall organization of topics flawed.	Content is logically organized for the most part.	There was no clear or logical organizational structure, just lots of facts.
Mechanics	No misspellings or grammatical errors.	Three or fewer misspellings and/or mechanical errors.	Four misspellings and/or grammatical errors.	More than 4 errors in spelling or grammar.
Legend: A=30-35, B=25-29, C=20-24, D=1-19, F=0				



**SUMMER YOUTH INTERNSHIP PROGRAM  
SELF – EVALUATION**

**Sample only, assessment will be completed online.**

Student's Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

The questions that follow ask you to evaluate your internship experience over the last five weeks. Your input in completing this questionnaire will assist us in improving the existing program. Please turn this evaluation in to your Instructional Supervisor with the assignment for week three.

I. In what career field did you intern? \_\_\_\_\_

Please use the following rating scale: **Strongly Agree 4 • Agree 3 • Disagree 2 • Strongly Disagree 1**

II. Evaluate your work environment by writing in the space provided the number that best describes how you feel. Explain the rationale for any rating other than 4 or 3.

- \_\_\_ 1. Employees in my department understood their job requirements and went about meeting them.
- \_\_\_ 2. I knew the requirements of my internship assignment.
- \_\_\_ 3. Employees in my department cooperated in order to get the job done.
- \_\_\_ 4. Care was taken to insure the work area was pleasant for the employees.
- \_\_\_ 5. My internship assignment gave me a feeling of personal accomplishment.
- \_\_\_ 6. I was able to use my talents and abilities in accomplishing my duties.

III. Evaluate your internship supervisor by writing in the space provided the number that best describes his/her role. Explain the rationale for any number other than 4 or 3.

- \_\_\_ 1. Ability to motivate employees
- \_\_\_ 2. Ability to delegate authority
- \_\_\_ 3. Ability to solve work-related problems
- \_\_\_ 4. Sense of fairness
- \_\_\_ 5. Ability to communicate effectively with employees
- \_\_\_ 6. Ability to be diplomatic and to provide performance feedback

IV. Use the criteria below to evaluate the overall internship experience.

- \_\_\_ 1. How satisfied were you with the pre-placement process at your school?
- \_\_\_ 2. How satisfied are you that your internship assignment broadened your work-related knowledge?
- \_\_\_ 3. How satisfied were you with your opportunities to learn varied tasks within your department?
- \_\_\_ 4. How satisfied were you with the information/guidance you received from your Internship Supervisor?
- \_\_\_ 5. How satisfied were you with the guidance you received from your Instructional Supervisor?

V. Taking everything into consideration, how satisfied were you with:

- \_\_\_ 1. Your internship assignment?
- \_\_\_ 2. Your work environment?
- \_\_\_ 3. The company you were assigned?
- \_\_\_ 4. The role of your Instructional Supervisor?
- \_\_\_ 5. The internship program?

VI. Answer the following questions:

What are the strengths of the program? \_\_\_\_\_  
What are the weaknesses of the program? \_\_\_\_\_  
How can the program be improved? \_\_\_\_\_



**The following Internship Assessment will be completed online by the Internship Provider to evaluate the student intern's performance.**

**Sample only, assessment will be completed online.**

#	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.getmyinterns.org">Miami.getmyinterns.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?		
36	Program Evaluation	Would you be interested in participating in next year's program?		



The following Internship Assessment will be completed online in NAFTrack by the Internship Provider to evaluate the NAF Academy student intern's performance.

**Sample only, assessment will be completed online.**

# Future Ready Skills Assessment



## Directions

Evaluate and provide feedback on your student's skill level and development throughout the experience. Please be objective and candid in your assessment. Your responses will help the student identify their strengths and areas of improvement as they grow professionally.

## PART 1: HIREABILITY FRAMEWORK

Rate your student's performance on these key hireability skills. Select the appropriate agreement rating for each statement. If you did not observe a particular skill, please mark as "Neutral" and explain in the comment box. **Your submission of the Future Ready Skills Assessment is also the mechanism by which the student will receive credit for completing the experience.**

Collaboration	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Contributes to the work of the team and supports others					
Actively looks to resolve areas of disagreement or conflict through discussion					

Communication	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Actively listens to understand and asks clarifying questions					
Presents information in an organized manner that serves purpose of message, context, and audience					

Problem Solving	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Unpacks problems into manageable parts					
Generates multiple potential solutions to problems using relevant and factual information to guide decisions					
Identifies new and more effective ways to solve problems					

Initiative & Self-Direction	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Demonstrates receptiveness to performance feedback and adapts appropriately					
Stays calm, clear-headed, and unflappable under stress					
Works independently and seeks out information to complete tasks					



# Future Ready Skills Assessment



Social Awareness	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Takes responsibility for one's own actions and does not blame others					
Demonstrates awareness of social and ethical situations					
Considers the feelings and needs of others when making decisions or performing tasks					

Planning For Success	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Manages time well and does not procrastinate, getting work done on time					
Arrives on time and is rarely absent without cause					

Hireability	Yes	No
I am willing to serve as a reference for future opportunities		
Based on your assessment the student's overall career readiness level is:		

A student's career readiness level is calculated based on the average rating of each skill statement. The levels are:

- Strongly Disagree: Room for Growth
- Disagree: Emerging
- Neutral: Moderate
- Agree: Skilled
- Strongly Agree: Expert

This rating doesn't affect the student's completion of the experience and is meant to give them a summary of their skill level.



## PART 2: POSITION-SPECIFIC SKILLS

List one to three position-specific skills of particular significance in your industry, occupation, workplace, or project that the student was clearly expected to demonstrate during the experience. Examples could include programming, coding, or project management. Please do not repeat the skills already assessed. This is **optional**.

Skill	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

## PART 3: KEY STRENGTH AND OPPORTUNITY FOR GROWTH

**Key Strength:** Everyone has at least one. Tell the student about a key strength they demonstrated or leveraged. Keep your answer text message sized.

**Opportunity for Growth:** Tell the student an area where they can further develop their skills and/or knowledge. Keep your answer text message sized.





# 10<sup>TH</sup> ANNIVERSARY **SUMMER YOUTH INTERNSHIP PROGRAM**



CareerSource  
SOUTH FLORIDA



FOUNDATION  
for NEW  
EDUCATION  
INITIATIVES



## **Checklist of Documentation via JotForms, Resources and Examples**





**Students, this is a check list showing what you will need for JOTFORMS.**



## 2025 Summer Youth Internship Program

### Documentation Check List

**For each student to be considered for placement in the 2025 Summer Youth Internship Program, all eligibility documentation must be submitted by the deadline of May 9, 2025. The online pre-internship course lessons (Schoology and Charter students in Google Classroom) plus the Florida Ready to Work are to be completed within 30 days of registration, but no later than May 9, 2025.**

**This Check List Sheet is to be used by School Champions to monitor student progress.**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

School: \_\_\_\_\_ Academy (if enrolled): \_\_\_\_\_

### Student Information Check-off Sheet and Signed Forms Due May 9, 2025

**INTERNS to be officially accepted into the internship MUST BE HIRED IN THE MIAMIINTERNS.ORG system.**

**INSTRUCTIONS for filling out Forms with JOT FORM is posted in the course lessons and will be shared by School Champions.**

FORMS FOR STUDENT APPLICATION	Submitted
Summer Youth Internship Program Registration Form – Submit in Jotform (Intern)	
Emergency Student Data Form – Submit in Jotform (Intern)	
Social Security Verification Form – Submit in Jotform (Teacher Champion)	
Field Trip - Parent Permission Form – Submit in Jotform (Intern/Parent/Guardian)	
Authorization for Photography/Video – Submit in Jotform (Intern/Parent/Guardian)	
Student/Parent Agreement – Submit in Jotform (Intern/Parent/Guardian)	
Proof of School Accident Insurance - Submit in Jotform (Intern)	
Student Handbook Acknowledgement Form - Submit in Jotform (Intern)	
Florida Ready to Work Soft Skills Certificate of Completion -- Submit in Jotform (Intern)	
Pre-Internship Course Completion (Schoology or charter students - Google) - Submit in Jotform (Intern)	
Student's Resume - Submit in Jotform (Intern)	
Proof of Credit Union Account with SYIP Internship Direct Deposit enrollment from official internship credit union EdFed - Students receive this form from credit union (must contact EdFed each year) Directions in following pages. - Submit in Jotform (Intern)	

**Returning interns are required to complete the Soft Skills Assessment (turn in CREDENTIAL certificate) OR returning interns may choose to complete the Digital Skills Training (turn in Certificate of COMPLETION for Digital Skills)**

Don't have to do lessons over, start from where you are OR if you completed either or both of these items, then upload the documents into the JOTFORMS file.

**TANFF form link will be shared with you separately.**



## STUDENT ACCIDENT INSURANCE

All students enrolling in the Summer Youth Internship Program must have Voluntary Student Accident Insurance (Football Insurance is not accepted). 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.***

SIGN UP FOR INSURANCE:

**[https://www.hsri.com/K12\\_Enrollment/Main/default.asp](https://www.hsri.com/K12_Enrollment/Main/default.asp)**

**Students who purchase either the At-School coverage or the At-School including Athletics & Activities coverage during the school year are covered for the ENTIRE SUMMER INTERNSHIP PROGRAM even though their ID cards state that coverage ends on July 31, the expiration date of the current plan year.  
(Football Insurance is not accepted.)**



THE OFFICIAL FINANCIAL INSTITUTION OF SYIP

## 2025 Summer Youth Internship Program FAQs

**IMPORTANT:** Please follow these steps to open your account at **EdFed - Educational Federal Credit Union**. If you do not complete your application by the **May 9** deadline, **you may experience a delay in being paid**.

### 1. What do I need to open my account with EdFed?

- ✓ A minimum deposit of \$5 (this will be automatically debited from your first deposit to activate your account).
- ✓ Student's Social Security card - This can be the original, a copy or a digital photo
- ✓ One of the following government-issued, unexpired forms of identification such as:  
Driver's License, State Identification, Passport/Passport Card, or Resident Alien Card
- ✓ Proof of physical address, if not listed on identification (M-DCPS Student Demographics Report from lead teacher/counselor is acceptable verification)
- ✓ Your Mother's Maiden Name (mother's last name at birth)
- ✓ Student's School ID Number

### 2. How do I open my account with EdFed?

- a. Go to [www.edfed.org/2025internship](http://www.edfed.org/2025internship) and complete the Membership Application (Refer to Membership Application Resource Guide for assistance filling it out)
- b. Sign the application using either a pen with blue or black ink
- c. Once you have completed and signed the application, follow one of the options below for opening your account:
  - i. If opening your account in-person, print your completed and signed application and bring it with you to your scheduled account opening day at your school or open your account at one of EdFed's eight branches or thirteen high school branches;  
OR
  - ii. Bring the completed application with your required identification and/or document(s) to open your account at one of EdFed's eight branches

### 3. When will I receive my Account, ATM or Debit Card information?

Usually within 7-10 business days after your account has been successfully opened.

### 4. How can I access my accounts?

Once you have money in your account, you can make FREE withdrawals at any Publix ATM or an EdFed branch. You can use most any ATM machine, but most other ATMs will charge a fee.

### 5. What should I do with the Internship Direct Deposit Form in my new account packet that I received in the mail?

Give the form to your school champion **no later than May 9, 2025** or your payroll may be delayed.

### 6. What if I lost my Internship Direct Deposit Form?

You can contact EdFed via email at [syipaccounts@edfed.org](mailto:syipaccounts@edfed.org), and a staff member will be glad to assist you in getting the form.

### 7. What happens if I miss the account opening deadline?

Your paycheck may be delayed until the next scheduled pay day.

### 8. Who do I contact if I have questions regarding internship assignments, internship placements or payroll?

Career & Technical Education (CTE) at: 305-693-3005, [cteinternships@dadeschools.net](mailto:cteinternships@dadeschools.net)  
or visit <https://ctemiami.net/summer-internships/>

### 9. Who do I contact to find out if my account has been opened or for the status of my ATM/Debit card?

EdFed at: 305-270-5239 or via email at [syipaccounts@edfed.org](mailto:syipaccounts@edfed.org).



February 5, 2025

Dear Parent/Guardian:

Your child has been selected to participate in the 2025 Miami-Dade County Public Schools' (M-DCPS) Summer Youth Internship Program. M-DCPS Department of Career and Technical Education office and Educational Federal Credit Union (EdFed) have partnered to offer your child the opportunity to open a savings and/or checking account. This will enable your child to have their internship compensation (stipend) automatically deposited into his/her own savings account.

EdFed is a great place for your child to begin his/her financial future because of higher dividends on savings accounts and a continued commitment to financial education. EdFed has been helping educators and their families achieve financial success since 1935, and is proud to provide a dependable financial resource for your children today.

In addition, as a parent/guardian of an M-DCPS student, you are eligible for membership with EdFed where you can take advantage of their many deposit and loan products.

If you have questions, please call (305) 270-5239 or visit [www.edfed.org/student-services](http://www.edfed.org/student-services).

Sincerely,

Name of Principal