

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**SUMMER YOUTH INTERNSHIP PROGRAM (SYIP) PROTOCOLS**  
**June 25 through July 30, 2018 (tentative)**  
**Application Deadline: May 25, 2018**

### 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. Internship Champion facilitates preparation of students with work skills online training (Odysseyware) and disseminating information concerning internship rules, procedures, and policies:
  - o 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 for February 27, March 8 and March 14, 2018 future dates TBA*)
  - o Review the Summer Internship Training Program Handbook with the interns (posted on <http://dcte.dadeschools.net>).
  - o Support students in obtaining an account with the South Florida Educational Federal Credit Union by **May 25, 2018** for payment of grant stipends.
  - o Publicize and encourage parents to attend a Parent Information Session tentatively scheduled and hosted by FIU on May 8, 9, 10 and 16 hosted by FIU.
4. 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 **May 25, 2018**, if documents are not received by this date the student will not be eligible to participate in the SYIP program.
5. Notify the Career & Technical Education (CTE) office when the student is hired.
6. 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.
7. 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, if student is eligible.

### Protocols for Students

#### Pre-Internship:

1. Complete all requirements for eligibility as per checklist, including a W-9 for federal income tax purposes
2. Complete Online (Odysseyware) Pre-Internship Course by **May 25, 2018**
3. Students will be approved to sign up at <https://miami.getmyinterns.org> upon completion of Online (Odysseyware) Pre-Internship Course
4. Clarify any scheduling or transportation problems
5. Accept the first position offered
6. Call to cancel any subsequent interviews once a position has been accepted

7. Notify lead teacher/counselor/Internship Champion and the CTE office after the close of school year when hired
8. Open a SFEFCU account by May 25, 2018. If not open in time, first payment will be delayed.

#### During the Internship

1. Work the entire length of the internship (5 weeks/150 hours)
2. Follow the schedule as assigned by the Internship Provider
3. Complete all assignments as indicated in Student Handbook
4. Observe summer school attendance policies (no more than two absences allowed)
5. Make up any hours for stipend payment purposes, if applicable. All hours must be completed prior to the end of the SYIP program (July 30).

#### 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
3. Agree and sign the cooperative (Internship) agreement (sample in the student handbook).
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. Sign intern time card on a weekly basis and submit to the CTE office via email at [cteinternships@dadeschools.net](mailto:cteinternships@dadeschools.net)
10. Complete an assessment of the intern and the SYIP five-week program