IT TAKES…
Investing Today
To Strengthen Tomorrow
2014 Summer Internship Student Handbook
TABLE OF CONTENTS

Table of Contents 1
Acknowledgement 2
Internship Rules & Procedures 3
Written Assignment Guide 4
Integrating Into the Work Environment 5
Internship Assignments 6
Internship Assignment Check Off 12
Multimedia Project 13
FLDOE Course Description 14
Time Sheet 15
Self – Evaluation 16
Internship Employer Assessment 18
FLDOE Dual Enrollment Course Description 22
Miami Dade College Courses Syllabi 23
Internship Agreement and Forms 31

Forms:
- Employer/Student/Parent Responsibility Form
- Media Release Form
- Student Data Card
- Parent Letter for Savings Account
- Field Trip Permission Form

Resources:
- Links:
  - Identifying Goals:
  - Benefits of Time Management:
    http://literacy.kent.edu/salt_fork/time_priority/timemanagement/timeindex.html
2014 SUMMER INTERNSHIP
STUDENT HANDBOOK ACKNOWLEDGEMENT

The 2014 Summer Internship is designed to give students real-life experiences in the world of work. During this time, students will take on the roles and responsibilities of a valued member of a business organization. It is important that the student interns understand dress, punctuality, attendance, and behavior reflects upon themselves, their parents, teachers, school, and peers. Actions speak louder than words and are remembered longer. As young professionals, it is important that the impression left is bright, like a star.

The Internship involves two individuals to oversee the intern; an internship workplace supervisor and a Miami-Dade County Public Schools (M-DCPS) supervising teacher. The M-DCPS supervising teacher’s position is to oversee the internship, to visit the interns and intern providers, and to assist in a successful internship. This individual may or may not be the intern’s lead teacher, but is there to help with any challenges that may arise. Please call or e-mail the M-DCPS supervising teacher if there are any questions or concerns.*

This handbook has been developed to help you prepare and successfully complete the 2014 Summer Internship Program. It contains activities, suggestions, and resources to assist in the completion of weekly assignments. It is the intern’s responsibility to read this handbook and understand what will be asked of them. If there are any questions about assignments or activities, please discuss them with the M-DCPS supervising teacher. **

Enjoy the summer internship experience and remember your supervisors are here to help and support. If there are any questions, problems, concerns, or issues that arise, contact them for input and direction. Remember the 3P’s: positive, polite and punctual. Good Luck.

I, _________________________, understand that it is my responsibility to read this handbook and clarify any items.

PRINT NAME

I further understand that I will be held accountable for all information contained in this handbook.

SIGNATURE DATE SCHOOL

*Students dually enrolled through Miami Dade College (MDC) have additional requirements that must be met according to MDC rules. Please see appropriate syllabus.

**Students who are fulfilling requirements of the American Hotel & Lodging Association (AH&LA) must have the employer complete the required employer evaluation document which can be found at the end of this handbook.
Internship Rules & Procedures

The internship is arguably the single most important component of the academy. Students and parents must recognize its importance and plan accordingly. All stakeholders (students, school staff and employers) 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 purchasing student accident insurance and completing the internship passport;
- 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 work schedule as assigned at the job site (worksite supervisors assign hours; students may not have hours changed to suit their needs);
- complete all assignments (student intern receives high school credit for the internship);
- observe the Summer School Attendance Policy;
- make up hours missed for payment purposes; and
- complete a valid, Miami-Dade County Public Schools field trip form to participate in any activities away from the work site. (No out-of-county travel allowed without prior district authorization.)

School Site Staff
School Staff must:

- assist in internship recruitment;
- review the summer Internship Handbook with the interns prior to the end of the regular school year (discussion of assignments, forms, breakfast information, etc., should be thoroughly covered during this process);
- collect all required documents and submit to the district office in a timely manner; and
- notify the Department of Career & Technical Education office when the student is hired.

Employers
Employers must:

- have a signed National Academy Foundation (NAF) Internship Agreement on file with M-DCPS;
- submit full stipend to Magnet Educational Choice Association (MECA) before the intern begins the internship, if compensation is via a MECA School to Career Grant;
- complete the Supervisor Assessment in a timely fashion, and
- have a signed Miami-Dade County Public Schools’ field trip form on file to take the intern off premises.
WRITTEN ASSIGNMENT GUIDE

Every intern must submit all electronic or written assignments based on his or her experiences on the job. The assignments are an important program requirement. Internship credit is granted to those students who submit ALL assignments. **ALL** assignments should be e-mailed to the assigned supervising teacher including assignments for those students enrolled in dual credit through MDC for college credit.

E-mail: _______________________________

**Format:**

Typed, using Times New Roman or Arial fonts, 12 point type, double-spaced, one-inch margins, on 8½ X 11 paper. Weekly assignments should be attached together and be accompanied by a cover sheet that contains the week number, student name, date, name of work-site, M-DCPS supervising teacher, and school name.

**Content:**

The Internship Handbook contains an outline of the assignments that are required during the internship. It is imperative that all assignments are completed in the manner outlined and on time. Failure to do so may lead to withdrawal from the program.

**Proofreading:**

Be sure to proofread your assignments for spelling, grammar, and typographical errors before submitting them to your M-DCPS supervising teacher. Assignments will be evaluated for both content and format.

**Questions/Concerns:**

All questions and/or concerns should be addressed with the M-DCPS supervising teacher.

**Tips regarding faxes and e-mails:**

To ensure your document(s) were received it is best to either email or call the individual to whom you have faxed the document. When receiving an e-mail of importance, it is best to respond to the e-mail with a ‘thank you’. This will notify the sender of your receipt.
INTEGRATING INTO THE WORK ENVIRONMENT

Do’s and Don’ts

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.  
- eat at your desk.  
- use the Internet for personal business without prior approval.  
- check personal e-mails.  
- chew gum.  
- play personal music devices while on the job.  
- text on the job.

Using the Telephone/Cellular Phone

- Ask permission to use the telephone for personal calls.  
- If you are permitted to make personal calls, make them short.  
- Do not make any long distance personal calls.  
- Do not take or make personal calls from your cellular phone.

You and Your Supervisor

- Make a note of your workplace supervisor and M-DCPS supervising teachers’ names and telephone numbers in case of emergency.  
- If you are ill and cannot go to work, call your workplace supervisor and Ms. Janet Brown at M-DCPS Department of Career and Technical Education at 305-693-3030, as soon as possible.  
- If you become ill at work, notify your 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.  
- Follow instructions; do not improvise. There may be a reason why a job is done in a particular manner.  
- If you are directed to use equipment you are unfamiliar with, ask for instructions.  
- Do not risk injuring yourself or damaging the equipment.  
- The records you handle are confidential. Do not disclose information you may see.  
- Ask your workplace supervisor if there is additional work if you feel underutilized.

Getting Along with Others

- If a problem arises, try to solve it with your co-workers. If not, ask for assistance from your workplace supervisor and/or the M-DCPS supervising teacher.  
- If you are given an assignment by more than one person, check with your supervisor as to which task takes priority.  
- Pitch in and help when things are busy. Be willing to stay after work, however, stay alert and be safe.  
- Observe the individuals with whom you work. What characteristics do they have that will help you to succeed? Work to develop them.
INTERNSHIP ASSIGNMENTS

The internship assignments are designed to provide experience in and first-hand knowledge of the workplace. Through these assignments, you will gain skills in the areas of interpersonal relations, resources, company organization, and technology. These experiences will also help you to determine your compatibility with a career path. All written assignments must be done on your own time and must be typed. Complete sentences, proper grammar and punctuation are also essential. The guidelines for written assignments can be found in the Introduction section of this handbook.

Internship Week, Assignment Theme and Due Date

<table>
<thead>
<tr>
<th>WEEK</th>
<th>ASSIGNMENT</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RESOURCES</td>
<td>TUESDAY, JULY 1</td>
</tr>
<tr>
<td>2</td>
<td>PLANNING AHEAD</td>
<td>TUESDAY, JULY 8</td>
</tr>
<tr>
<td>3</td>
<td>REFLECTION</td>
<td>TUESDAY, JULY 15</td>
</tr>
<tr>
<td>4</td>
<td>ASSESSMENT</td>
<td>TUESDAY, JULY 22</td>
</tr>
<tr>
<td>5</td>
<td>TECHNOLOGY</td>
<td>TUESDAY, JULY 29</td>
</tr>
</tbody>
</table>

* Students enrolled in dual credit should review additional requirements outlined in each respective course syllabus which can be found in this handbook.
WEEK 1- RESOURCES

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, and how a corporation develops a mission and vision statement. In the Resource section, you will find sample documents to assist you in the completion of this week’s assignment.

Assignments:

1. Develop a list of personal goals & objectives that you would like to accomplish during your internship.
   a. Set up a meeting time with your workplace 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. Write or attach a document identifying the history, mission, and vision of the company.


   Explain to your workplace supervisor that the assessment process should be completed according to the timeline in the manual. Then, ask the following question and record your workplace supervisor's responses.

   - “What criteria will be used to evaluate my performance on the following indicators on the Supervisor Assessment Form?”
     - Foundational Skills
     - Applied Workplace Skills
     - Self-Management and Personal Responsibility
     - Knowledge of the Field and Organizational Context

4. Complete and turn in the time sheet for Week 1. Remember to have your worksite supervisor sign it.

5. If you will be receiving a grant stipend, your funds will be automatically deposited to your bank account with the South Florida Educational Federal Credit Union at the end of your first week.
WEEK 2 - PLANNING AHEAD

As an employee, it is important to focus on priorities, goals, and objectives as well as planning ahead. This knowledge will positively impact your work environment and relationships with co-workers, as well as supervisors.

Assignments

1. Begin taking/collecting photos for your PowerPoint/Photo Story assignment that is due on Week 5.

2. Complete and turn in the time sheet for Week 2. Remember to have your workplace supervisor sign it.
WEEK 3 - REFLECTIONS

Reflection allows an employee to consider the work he/she has provided to an organization and to better understand his/her 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.

Assignments

1. Review the goals you expected to achieve during your internship with your supervisors, discuss 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.

2. Complete the Self-Evaluation Form and submit the form to your supervising teacher. (due July 15)

3. Complete and turn in the time sheet for Week 3. Remember to have your workplace supervisor sign it.
WEEK 4 - ASSESSMENT

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, interrelationships and systems, and the uses of information and technology.

Assignments

1. Review with your workplace supervisor the **Supervisor Assessment of Student College and Career Readiness**. Ask him/her to talk to you about your performance during the internship and to complete the online assessment **by July 22, 2014**.

2. Turn in the time sheet for Week 4. Remember to have your workplace supervisor sign it.
WEEK 5- TECHNOLOGY

There are many benefits for 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.

Assignment

1. Your job task is to create a PowerPoint/Photo Story presentation about your Internship experience. You will be graded on the following:
   a. PowerPoint/Photo Story presentation: 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.

CRITERIA:

- Minimum of 15 slides which should include a title and closing slide.
- Include a photo of your office, company, workplace 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: send an electronic copy, e-mailed to your Internship supervisor (you may need to compress any photos to reduce the size of the file) or send the link to your internship or use “Dropbox” and send an invite in order to view the file.

DUE DATE:

1. Initial project for Internship credit due on July 29, 2014.
   Once school starts in August, check with your lead teacher for submission and presentation at your school.
2. Complete and turn in the time sheet for Week 5. Remember to have your workplace supervisor sign it.

Note: ALL five weeks of assignments and documents must be received on July 29, 2014 by the supervising teacher before the end of the internship. The final stipend will be deposited into your account on August 5, 2014.
**INTERNSHIP ASSIGNMENT CHECK OFF**

<table>
<thead>
<tr>
<th>Week 1 - RESOURCES</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Goals, Objectives, Goal-related Activities</td>
<td>10</td>
</tr>
<tr>
<td>□ Mission, Vision, and Company History</td>
<td>10</td>
</tr>
<tr>
<td>□ Timesheet</td>
<td>5</td>
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</tbody>
</table>

**Week 2 – PLANNING AHEAD**

| □ Begin taking/collecting photos for Powerpoint/Photostory | --         |
| □ Timesheet                                                | 5          |

**Week 3 - REFLECTIONS**

| □ Self-Evaluation Form | 10         |
| □ Timesheet            | 5          |

**Week 4 - ASSESSMENT**

| □ Timesheet | 5 |

**Week 5 - TECHNOLOGY**

| □ 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 employer evaluations (50%) to determine the final grade.*
**Multimedia Project: Internship Power Point/Photo Story**  
Department of Career & Technical Education

Student Name:_______________________________________________  
Teacher Name:_______________________________________________

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

Legend: A=30-35, B=25-29, C=20-24, D=1-19, F=0
Florida Department of Education
COURSE DESCRIPTION - GRADES 9-12, ADULT

Subject Area: Experiential Education
Course Number: 8845130-AOHT/ 8815130 – AOF/ 050030011 – AOIT/ 050030011 – AOE
Course Title: Hospitality & Tourism 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. A student can receive no more than three elective credits in grades 9-12.

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.
**2014 SUMMER INTERNSHIP TIME SHEET**  
**June 30, 2014 – August 1, 2014**

Intern: _______________________________ Work Site _______________________________

<table>
<thead>
<tr>
<th>WEEK #1</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
<th>SAT</th>
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| TO   |     |     |     |       |     |     |     |

| TOTAL |     |     |     |       |     |     |     |

| WEEK TOTAL |     |     |     |       |     |     |     |
| Supervisor’s Signature |     |     |     |       |     |     |     |

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<th>WEEK #2</th>
<th>MON</th>
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| TO   |     |     |     |       |     |     |     |

| TOTAL |     |     |     |       |     |     |     |

| WEEK TOTAL |     |     |     |       |     |     |     |
| Supervisor’s Signature |     |     |     |       |     |     |     |

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<th>WEEK #3</th>
<th>MON</th>
<th>TUES</th>
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| TO   |     |     |     |       |     |     |     |

| TOTAL |     |     |     |       |     |     |     |

| WEEK TOTAL |     |     |     |       |     |     |     |
| Supervisor’s Signature |     |     |     |       |     |     |     |

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<th>WEEK #4</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
<th>SAT</th>
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| TO   |     |     |     |       |     |     |     |

| TOTAL |     |     |     |       |     |     |     |

| WEEK TOTAL |     |     |     |       |     |     |     |
| Supervisor’s Signature |     |     |     |       |     |     |     |

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<thead>
<tr>
<th>WEEK #5</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
<th>SAT</th>
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| FROM |     |     |     |       |     |     |     |
| TO   |     |     |     |       |     |     |     |

| TOTAL |     |     |     |       |     |     |     |

| WEEK TOTAL |     |     |     |       |     |     |     |
| Supervisor’s Signature |     |     |     |       |     |     |     |

*This timesheet must be on file to receive credit. Timesheet must be faxed every Wednesday, to Ms. Julie Kennedy at 305-696-9346.*

The intern named above has successfully completed __________ hours of work.

Comments: ______________________________________________________________________________________
                                                                 ______________________________________________________________________________________

Student’s Signature: _______________________ M-DCPS Supervising Teacher: _____________________________
SUMMER INTERNSHIP
Career Technical Education
SELF – EVALUATION

Students Name: _________________________________________________________________________

School Name: ___________________________________________________________________________

Internship Site: __________________________________________________________________________

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

I. In what career field were you employed? ______________________________________________

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 then 4 or 3.
   ___ 1. Employees in my department understood their job requirements and went about meeting them.
   ___ 2. I knew the requirements of my job 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 job 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 supervisor by writing in the space provided the number that best describes his/her role. Explain the rationale for any number other then 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 job 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 supervisor?
   ___ 5. How satisfied were you with the guidance you received from your supervising teacher?

V. Taking everything into consideration, how satisfied were you with:
   ___ 1. Your job assignment?
   ___ 2. Your work environment?
   ___ 3. The company you worked for?
   ___ 4. The role of your supervising teacher?
   ___ 5. The internship program?

(Continue on next page)
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? ____________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
**SUPERVISOR ASSESSMENT OF STUDENT**

**COLLEGE AND CAREER READINESS**

**Directions:** Please answer the following items based upon your experience observing the student. *Please be objective and candid in your assessment; your responses will help strengthen our program.* If you have not had the opportunity to observe the student's skill level or behavior in a particular area, please respond N/A: “No Opportunity to Observe.”

**Part I. Core College and Career Readiness Skills**

Please rate the student’s foundational and applied workplace skills according to the rating scale below.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th><strong>N/A</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Does Not Meet Expectations</td>
<td>Approaches Expectations</td>
<td>Meets Expectations</td>
<td>Exceeds Expectations</td>
<td>No Opportunity to Observe</td>
</tr>
</tbody>
</table>

**A. Foundational Skills**

<table>
<thead>
<tr>
<th>Skill Description</th>
<th>Rating</th>
</tr>
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<tbody>
<tr>
<td>Locating, comprehending, and evaluating information</td>
<td>1 2 3 4 N/A</td>
</tr>
<tr>
<td>Listening and observation</td>
<td>1 2 3 4 N/A</td>
</tr>
<tr>
<td>Critical thinking, problem formulation, and problem solving</td>
<td>1 2 3 4 N/A</td>
</tr>
<tr>
<td>Oral communication</td>
<td>1 2 3 4 N/A</td>
</tr>
<tr>
<td>Written communication</td>
<td>1 2 3 4 N/A</td>
</tr>
<tr>
<td>Quantitative reasoning</td>
<td>1 2 3 4 N/A</td>
</tr>
<tr>
<td>Precision and accuracy</td>
<td>1 2 3 4 N/A</td>
</tr>
</tbody>
</table>

---

1 For the purpose of earning the NAF Student Certificate, all work-based learning experiences assessed with this instrument are expected to adhere to the NAF Gold Standards for High School Internships to the fullest extent possible.
### B. Applied Workplace Skills

<table>
<thead>
<tr>
<th>Skill</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Systems thinking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity and innovation</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Information technology application</td>
<td></td>
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</tr>
<tr>
<td>Teamwork/collaboration</td>
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<tr>
<td>Ability to work with diverse individuals</td>
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<td></td>
</tr>
<tr>
<td>Ethical behavior</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Flexibility/adaptability</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### C. Self-Management and Personal Responsibility

Please rate the student’s self-management skills and personal responsibility according to the rating scale below.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rarely</td>
<td>Sometimes</td>
<td>Usually</td>
<td>Always</td>
<td>No Opportunity to Observe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skill</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manages time effectively; punctual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-directed; takes initiative; resourceful</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Takes responsibility for learning; seeks to learn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asks appropriate questions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prioritizes tasks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Persistent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brings tasks and projects to completion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aware of own abilities and performance</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Exhibits responsible and professional behaviors as defined by the industry or field</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
# Part II. Knowledge of the Field and Organizational Context

Please rate the student's knowledge of the industry/field, occupation, and organizational context according to the rating scale below.

| 1 | Level of Knowledge Falls Below Expectations |
| 2 | Level of Knowledge Approaches Expectations |
| 3 | Level of Knowledge Meets Expectations |
| 4 | Level of Knowledge Exceeds Expectations |

| N/A | No Opportunity to Observe |

| Understands career opportunities/requirements in the industry or field overall | 1 | 2 | 3 | 4 | N/A |
| Understands career opportunities/requirements in the specific occupational area related to the internship or student project | 1 | 2 | 3 | 4 | N/A |
| Understands the culture, etiquette, and practices of the workplace or the project client's organization and knows how to navigate the organization | 1 | 2 | 3 | 4 | N/A |
| Knows how to interact with supervisors, clients, and teammates | 1 | 2 | 3 | 4 | N/A |

For each of the ratings above in Parts I and II, evidence (examples of performance) can be provided for any rating in the online form; examples must be provided for lowest ratings (skills rated at level 1) and highest ratings (skills rated at level 4). If using the paper form to complete the assessment, please add required examples on additional pages marked to coincide with the rated dimension.
Part III. Position-Specific Technical Skills

Please list one to three position-specific technical skills of particular significance in your industry, specific occupation, workplace, or project that the student was clearly expected to use during the internship. Do not repeat general skills assessed in Parts I and II. Examples of position-specific skills include computer networking, accounting skills, event planning, second language fluency, etc., that might appear as requirements on a job description. Then, please rate the student on skills demonstrated according to the rating scale below.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skill Falls Below Expectations</td>
<td>Skill Approaches Expectations</td>
<td>Skill Meets Expectations</td>
<td>Skill Exceeds Expectations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skill</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Part III is currently optional and does not count toward the student’s certification. Position-specific skills identified repeatedly will be added as selectable skills in future editions of the assessment form, and may be counted toward certification.
Statewide Course: Internships/Practicums/Clinical Practice

MDC Course Number:  
- EGN 1949  Engineering (AOE)  
- HFT 1949  Hospitality Management (AOHT)  
- GEB 1949  General Business Finance (AOF)  
- CIS 1949  Computer Science & Computing Technologies (AOIT)  
(Minimum 160 hour requirement)

Credit: 3 cr.

Course Descriptions:

**Engineering:** This is a capstone course designed for students majoring in engineering programs; students will apply skills and knowledge that they have acquired through their program of study in a real-work environment.

**Hospitality Management:** Practical application in a clinical setting of knowledge acquired in a classroom related to lodging, restaurants, travel and tourism; individuals to perform marketing and management functions and tasks in enterprises engaged in hospitality functions, including lodging services and related event and convention services, food and beverage service, and travel and tourism.

**General Business:** Practical application in a clinical setting of knowledge acquired in the classroom related to business or administrative policy, international business and finance, small business, social, legal political and ethical environments of business.

**Computer Science & Computing Technologies:** This course is designed as a work experience for students majoring in computer information systems programs. Student will apply their skills and knowledge that they have acquired through their program of study in a real work environment.

Competencies:

Competencies will include, but not be limited to, knowledge of:
- Workplace goals and structure
- Relevant industry regulations
- Workplace practices and procedures
- Process control in an industrial workplace environment
- Specific skills-sets employed in an industrial workplace environment
- Workplace professionalism

Transfer Status: Not automatically transferable.

Students must meet the Miami Dade College dual enrollment eligibility requirement of having an unweighted 3.0 GPA and certified as college ready in Reading and Writing by passing one of the following tests: PERT, SAT/ACT, FCAT. Refer to the following link for testing cutoff requirements:
http://www.mdc.edu/main/testing/criteria/college_credit_certificate_programs.aspx#fcelptscores
Competency 1: The student will demonstrate knowledge of workplace practices and procedures by:
1. Using the organization’s tools and technology to complete assigned tasks and projects.
2. Complying with the organization’s standard operating procedures.
3. Employing the organization’s security and confidentiality policies and procedures.

Competency 2: The student will demonstrate knowledge of business-related activities performed in a workplace environment by:
1. Preparing tasks and projects assigned by a supervisor in accordance with the organization’s standards and practices.
2. Developing interpersonal and work group skills in an organizational setting.
3. Presenting completed projects to employees and/or supervisors orally and in writing.

Competency 3: The student will demonstrate knowledge of workplace professionalism by:
1. Recognizing and exhibiting professional appearance, demeanor, honesty, integrity, responsibility, initiative, respect, confidentiality, and ethical work habits.
2. Identifying and adapting to the organization’s culture.
3. Interacting with individuals in a multi-ethnic/multi-cultural organizational setting.
4. Examining and adhering to the organization’s code of conduct.
5. Recognizing the importance of ethical behavior in the workplace.

Grading Scale:
- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- <60 F

Grading System:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Report and supervisor’s report</td>
</tr>
<tr>
<td>Hours</td>
<td>Student must complete a minimum of 144 hours of work</td>
</tr>
</tbody>
</table>
Note: No extra credit or Incomplete will be awarded.

**Incomplete:** ("I" Grade) when a student has failed to complete the requirements of a course, the student may be given an incomplete or "I" grade as long as the student has completed 80% of the assigned work. To be awarded an "I", the student must present to the instructor valid reasons for not having completed the course requirements. The instructor and the student then complete an Agreement for Grade of Incomplete form. This agreement will determine the requirements for a course grade, including due dates for assignments, projects or tests; which must be completed by the end of the next major term, or a failing grade is assigned. A signed (by student and instructor) incomplete form is required to be submitted with any recorded grade of incomplete.

**Academic Dishonesty**
1) Cheating on an exam.
2) Receiving help from other in work to be submitted, if contrary to the stated polices of the professor.
3) Plagiarizing, i.e., the taking and passing-off as one's own, the ideas, writing, and/or work of another, without properly and accurately citing the source.
4) Submitting work from another course unless permitted by the professor.
5) Assisting anyone to do any of the above.

**Attendance Policy**
If the student misses four classes without justification during the semester; **he/she will be dropped from the class and the grade will be F.** Please make any necessary arrangement with the professor if you need to be absent from class.

**Drop Class:** Student will be responsible for dropping the course. If the student stops attending the course and fails to drop the class the grade will be F.

---

**Co-Op Work Experience**
GEB1949

<table>
<thead>
<tr>
<th>Activities</th>
<th>Week</th>
<th>Assignments for the Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Report</td>
<td>Due Date August 1, 2014</td>
<td>Write a report on the work experience obtained. Must contain Introduction and conclusion including how this new work experience is going to contribute to your professional life.</td>
</tr>
<tr>
<td>Supervisors Report</td>
<td>Due Date August 1, 2014</td>
<td>A detailed report from your supervisor on what the job entailed including performance.</td>
</tr>
</tbody>
</table>
Course: HFT 1949 -2949 (for students in AOHT)
Title: Coop Work Study I
Reference: 792890/796408
Number: Independent Study – Workplace Work Schedule

Schedule:
 Term: 2013-3 summer
 Credits: 3 credits

Instructor Information
• Shelly Fano
• Hospitality Management Program
  Appointments upon request
• 305-237-3370
• Email efano@mdc.edu

Course Description: The objective of the coop work-study class is to provide the opportunity of applying your work experiences in Hospitality Industry organizations to the theoretical concepts of Hospitality Management. You will be able to measure your effectiveness as an employee and the efficiency of your workplace in meeting your goals and objectives.

Attached: Journal Guidelines

Work-Study Guidelines Agreement – to be signed by student and employer and turned in to instructor as per attached schedule. This and assignments should be sent electronically to me by the due date. The only hardcopy assignment is the final journal. If assignments are not received by due dates student can expect grade to be lowered by 5 points for each missed deadline.
IMPORTANT****PLEASE BE SURE TO USE YOUR MDC EMAIL ADDRESS, SO THAT YOUR ASSIGNMENTS ARE NOT SENT TO THE SPAM FILTER!!!

All students will be required to maintain a written journal of their experiences during their Co-op Work Experience semester. For every scheduled shift that you work, you must have a journal entry for each day of the work. It can be as simple as a sentence describing your work assignment that day. But must be dated and a journal entry must be reflected for each shift of your work.

Each journal entry should be a minimum of full sentence, typed. Your journal entry should highlight your work activities during your week and what your experiences entailed. This should include what you learned, did not learn, positives and negatives and how you would/handled any situations that arose. This is documentation of your management skills and your learning experiences that you should be developing and continuously improving daily. Be as detailed as possible, I want to be “walking in your shoes” as I read your journals.

All assignments must be submitted on time, any late submissions will result in lower grade on the final course grade for EACH late submission. Deadlines mean just that, on time! Please remember that grades will be lowered for late submissions.

In addition, all students will submit a FINAL composite of their journal at the end of the semester due on or before July 29, 2014. Late submission of final journal will result in a lower final grade. This may include pictures, stories and scenarios of your projects, accomplishments, promotional and marketing events, in-services and training sessions that you conducted, et cetera. Your final journal should be bound or placed in a 3 ring binder for final presentation.

All assignments noted below and weekly journals should be submitted electronically on the scheduled basis, as detailed below. Please forward via email of on or before each due date noted to efano@mdc.edu as per the schedule below:

<table>
<thead>
<tr>
<th>Summer 2013-3 Journal Entry Dates:</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Resume and Job Information</td>
<td>May 23, 2014</td>
</tr>
<tr>
<td>Signed agreement</td>
<td>June 2, 2014</td>
</tr>
<tr>
<td>June 2-June20</td>
<td>June 23, 2014</td>
</tr>
<tr>
<td>June 23-July 11</td>
<td>July 14, 2014</td>
</tr>
<tr>
<td>July 14- July 28</td>
<td>July 29, 2014</td>
</tr>
<tr>
<td>July 30 , 2014</td>
<td></td>
</tr>
</tbody>
</table>

Final Bound Journal DUE on or before July 30, 2014. NO Late Submissions accepted.
Co-op Program Syllabus

Course Title: EnTec Co-op Work Study
Course Number: CIS 1949
Schedule: Independent Study – Workplace Work Schedule
Term: Summer 2012-3 (May 13 – August 2)
Credits: 3 credit

Instructor Information

- Name: Felix Lopez
- Title: Instructor
- Office: 6150
- Office Hours: Appointments upon request
- Phone: 305-237-2088
- E-mail: flopez@mdc.edu

Course Description

1) Work-Study Guidelines Agreement – signed and turned in to instructor no later than May 24, 2012
2) Updated electronic copy of your current resume by May 24, 2012
3) Journal Guidelines (see attached document). Due Dates listed below:

<table>
<thead>
<tr>
<th>Journal Entry Dates</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial journal entry, covering all shifts from May 13, 2012 to June 30, 2012</td>
<td>Later than July 9, 2012</td>
</tr>
<tr>
<td>July 1st</td>
<td>Later than July 9, 2012</td>
</tr>
<tr>
<td>July 31st</td>
<td>Later than July 9, 2012</td>
</tr>
<tr>
<td>Completed spiral-bound journal with all entries and one-page summary of work experience with immediate supervisor’s signature</td>
<td>August 1, 2012</td>
</tr>
</tbody>
</table>
Co-Operative Education Internship Journal Guidelines

All students will maintain a journal during their co-op internship. For every scheduled shift you work, you must have a journal entry. For the sake of the journal project, a workweek will be defined as Monday through Friday. In other words, if a student works five days during that time frame in any given week, he or she will be creating five separate journal entries.

Each journal entry should be a minimum of one paragraph, single-spaced typed. Your journal entry should highlight what your workday consisted of (see sample topics below). The reader, your instructor, should be able to visualize what your day entailed, where you were assigned, what you learned, what you didn’t learn. Be as detailed as possible. Your journal should include the positives and the negatives of your learning experience. If you encountered a negative day at work, the journal entry should reflect it. The journal should characterize how your co-op experience is going at any given time throughout the semester. Being detailed will assist your instructor in ensuring that your co-op experience is going the way it is intended to be a learning experience.

Complete your journal according to the above instructions using Microsoft Word. At the end of each week, compile the five daily journal entries for the week into a single word document. You may use the electronic Journal Submission form provided as part of this document. Name the file using this convention:

Lastnamefirst initial-week#.docx  example: smithj-week1.docx

If you do not have access to Microsoft Word save your file with the rtf extension, example: smithj-week1.rtf. Be sure to include your name and the submission date in the body of your weekly journal document and to identify yourself in your email (e.g., John Smith’s journal entries July 2 – July 6, 2012).

Submit the document electronically to Lindsey Mendelsohn at lmendels@mdc.edu. Weekly submissions are due at the end of each week and no later than midnight of the following Sunday. Submissions will not be accepted after that time and you will receive a zero for that week’s grade. Please make only one submission for every week. Make sure your name and student ID are on the header as the following example. For further information please see the sample journal page below.

Sample topics to include in daily journal entries:
- Who supervised you/whom you shadowed
- Daily work assignment (specialization, department, e.g., electrical, mechanical, etc.)
- Specific work tasks, either performed or observed
- New skills learned
- Brief description of notable interactions with company personnel
- What were some strengths of this training?
- What needs improvement?
- What was most valuable to you?
- What didn’t happen that would have helped you to learn better?

Include any other observations that relate to your learning experiences.
Professional & Educational Planning

CIS 1949/ CIS 2949

Course Description:
After learning technical, financial, communication and professional skills on-site at Year Up, students are placed into a full-time internship with a local partner. They spend 4 ½ days per week working at their internship sites and ½ day per week at Year Up. During PEP, students reflect on their internship experience and prepare for future career and educational goals and the next steps of their lives after Year Up. Upon completing this course, students will have gained a clearer understanding of their personal strengths and challenges in the workplace, as well as how to continue a successful career and educational trajectory. The course is divided into three steps:

• Step One-Acclimation to internship position and understanding of corporate culture.
• Step Two-Preparation for future educational experiences.
• Step Three- Guidance and navigation on career paths and an introduction to the tools to succeed in a competitive job market.

Course Objectives:
• To increase preparedness for future higher educational goals and college readiness
• To improve career-related writing and communication skills
• To increase the ability to navigate the complexities of the job market through understanding benefits packages, performance reviews, career pathways, etc.
• To prepare for graduation and career/educational next steps by obtaining a better understanding of the financial aid systems, the transferring of credits and the FAFSA process
• To increase understanding of internship work dynamics and organizational structure
• To prepare for future employment environments

Attendance Policy:
If you have to miss class for any reason please notify the Associate Program Director.

Grading Policies:
This is an eight-credit course. Your grade is based on your corporate culture project, your final portfolio, your participation during class, and your attendance. In order to pass this course, you must successfully pass a juried presentation of your portfolio. This means you must show a panel of Year Up staff members your professional and educational plan and prove that you are ready to implement it. If you do not pass on the first presentation, you will be given one additional opportunity to work on the growth areas and present again for full credit.

Grading Breakdown:
50% final portfolio
30% class attendance
20% presentation
Late Assignment Policy
An assignment is considered one day late when it is submitted after the deadline on the date it is due. Assignments submitted electronically must be sent or uploaded by the time designated. Late assignments will be treated as follows:

- 1 day late = automatically drops 1 letter grade + 10 point contract infraction.
- 2 days late = grade drops 2 letter grades + additional 10 point contract infraction.
- 3 days late = grade drops 3 letter grades + additional 10 point contract infraction.

Academic Dishonesty
Plagiarism in any form will not be tolerated and may be grounds for discipline up to and including dismissal from the program.

Plagiarism occurs when a student misrepresents the work of another as his or her own. Plagiarism may consist of using the ideas, sentences, paragraphs, or the whole text of another without appropriate acknowledgement, but it also includes employing or allowing another person to write or substantially alter work that a student then submits as his or her own.

In this class, we will use ideas from other writers in a variety of ways. You may explain the work of a great thinker, disagree with another writer or refer to authorities to support your point. In all cases you will need to give proper credit. Academic programs and colleges take this issue very seriously, so do not try to copy other people’s work and pretend it is your own or have someone else write your assignments for you and claim that you did the work. Usually students are tempted to get illegal “help” when they feel they are failing and there is nothing they can do about it. But there is always one thing you can do if you are having trouble: you can ask your instructor or a tutor for help. If you are stuck or feel that you don’t understand something, come talk to your Professional Skills instructor for support.

You will not be quoting directly from texts often in this class as most of your work will be original. However, if you do need to take words, phrases, or whole sentences from a published source (this includes internet sources and printed materials), make sure you give credit to the original source. To do this, include the original author’s name, the book or website name that the quote comes from, and the date the source was published (if the source is a book or magazine, for example) or the date the source was accessed (if your material comes from the internet). If you would like more information on how to cite a source or you are unclear about what plagiarism is, talk to your Professional Skills Instructor.
IT TAKES...

Investing Today

To Strengthen Tomorrow

2014 Summer Internship Agreements and Forms
NAF (National Academy Foundation) 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.

**Employer’s Responsibilities**
The employer agrees to place the student intern in his/her business organization for the purpose of providing workplace experience. The work activity 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 employer 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 are June 30, 2014 through August 1, 2014 and that NO vacation is allowed during this time frame. Employer 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. Employer 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 employment.
3. Inform the employer and the teacher 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 employer and the teacher internship supervisor; and
6. Understand that the teacher internship supervisor is the recognized authority for making any adjustments or changes in the internship program. This principal applies regardless of whether or not the student obtained his/her own internship position.

The Internship Teacher Supervisor agrees to:

1. Hold a minimum of two conferences with the employer to discuss the student’s progress;
2. Communicate with work 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 employer/school expectations of the program;
2. Support the policy of requiring the student to work the length of the internship program. Employers 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 school will not be held liable in case of accident/injury on the way to and from work.

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

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
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<tbody>
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<table>
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<tr>
<th>Parent</th>
<th>Date</th>
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<thead>
<tr>
<th>Internship Teacher Supervisor</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Employer Supervisor</th>
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</table>

Lupe Ferran Diaz, Ph.D., Executive Director,  
Department of Career and Technical Education  
Date

The School Board Attorney’s Office approved this agreement as to form and legal sufficiency.
SUMMER INTERNSHIP TIMELINE 2014

February 21  All student intern folders due to Department of Career and Technical Education office
June 30     First day of Summer Internship Program
July 4      Independence Day
July 8      Initial school-to-career grant for designated hired students*
July 29     Final assignment due to M-DCPS Supervising Teacher
August 1    Last day of 2014 Summer Internship Program
August 5    Final school-to-career grant for designated hired students

*Must have been pre-arranged with employer

SAFETY AGREEMENT
(Ages 16 years and above)

This is to certify that: _____________________________________________________________,
a student-intern is enrolled in a Summer Internship Program conducted by Miami-Dade County Public Schools’
Department of Career and Technical Education. This student-intern will be assigned an employment 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 supervising teacher.

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

The student-intern named above shall be given safety instruction by the M-DCPS Supervising Teacher and
correlated by the employer with on-the-job training.

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

Employer Name: ____________________________

Signature: ________________________________

Date: _________________________________
Date: ___________________________________

Re: ___________________________________

(Child’s Name)

Dear Parent:

Please be advised that during the year, your child may be photographed or video taped at various school sponsored events. With your consent, the photograph or video may be reproduced and released for use by the media, i.e., newspapers, brochures, videos, television.

Please indicate your preference below:

_____ YES, My child’s photograph/video may be reproduced and released for use by the media.

_____ NO, My child’s photograph/video may not be reproduced and released for use by the media.

________________________________________            ___________________
(Parent’s signature)            (Date)

Please return this signed form to:

CONTACT PERSON: _____________________________________________________________

SCHOOL NAME: ______________________________________________________________

SCHOOL TELEPHONE: ___________________________________________________________
**MIAMI-DADE COUNTY PUBLIC SCHOOLS**

**STUDENT DATA CARD**

<table>
<thead>
<tr>
<th>SCHOOL NO</th>
<th>I.D. NUMBER</th>
<th>STUDENT'S LAST NAME</th>
<th>APP</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>BIRTH DATE</th>
<th>SEX</th>
<th>GRADE</th>
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<tbody>
<tr>
<td>Current Entry Date: Florida I.D. Number</td>
<td>Last Legal Name (if different)</td>
<td>APP</td>
<td>First Name</td>
<td>Middle Name</td>
<td>Section</td>
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**ETHNIC HISPANIC (YN)** (Check all that apply) RACE: WHITE □ BLACK □ ASIAN □ AMERICAN INDIAN □ NATIVE PACIFIC ISLANDER □ Place of Birth: (City) (State/Country)

<table>
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<tr>
<th>Student's Address</th>
<th>(Apt)</th>
<th>(City)</th>
<th>(Zip)</th>
<th>Telephone</th>
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<tr>
<td>G U A R D I A N</td>
<td>Last Name</td>
<td>First Name</td>
<td>Relation</td>
<td>Place of Employment</td>
</tr>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Relation</td>
<td>Place of Employment</td>
<td>Telephone</td>
</tr>
</tbody>
</table>

**CURRENT SCHOOL:**

COMPLETE REVERSE SIDE

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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.

---

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 needed in case of an emergency illness of your child. The legal responsibility of medical and transportation expense incurred on behalf of your child is a parental one if parents/guardian can't be reached, whom should we try to contact? (List two persons in priority order below.)

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<th>(Name)</th>
<th>(Relation to Student)</th>
<th>(Address)</th>
<th>(Phone at Work)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name)</td>
<td>(Relation to Student)</td>
<td>(Address)</td>
<td>(Phone at Work)</td>
</tr>
</tbody>
</table>

Parents/Guardian's E Mail address:__________

Family Doctor__________ Phone__________ Preference of Hospital__________ Phone__________

Student health data which should be known in an emergency:__________

**AUTHORIZATION FOR RELEASE OF STUDENTS FROM SCHOOL:** List below the names of persons either authorized or not authorized to take your child from school during the school day. Your child will not be released to anyone not specifically authorized by you.

**AUTHORIZED:**

**NOT AUTHORIZED:**

**IT IS THE PARENTS' RESPONSIBILITY** to inform the school in writing of any changes in the information listed on this card.

Date:__________ Parent’s Signature__________

---

2D00611

FM-2733E Rev. (01-12)
May, 2014

Dear Parent/Guardian:

Your child has been selected to participate in the 2014 Miami-Dade County Public Schools’ (M-DCPS) National Academy Foundation Summer Internship Program. M-DCPS’ Department of Career and Technical Education office and the South Florida Educational Federal Credit Union (SFEFCU) have partnered to offer your child the opportunity to open a Credit Union Savings Account. This will enable your child to have their internship compensation (payroll) automatically deposited into their own savings account.

Once your child’s Savings Account has been established, he/she may visit any branch listed on the next page to make deposits, withdrawals, or to apply for an ATM card. Your child can also benefit from other Credit Union products and services, including:

- A Student Checking Account (available only after a Savings Account has been opened)*
- FREE ATM or Debit card (free withdrawals available at all Publix and CO-OP locations)
- 24/7 access to their accounts via Online Banking, Bank-by-Phone, eAlerts

We hope that this partnership helps your child achieve his/her savings goals. The Credit Union is a great place for your child to begin his/her financial future because of higher dividends on savings accounts and offer lower loan rates than most of their competitors. The South Florida Educational FCU has been helping educators and their families achieve financial success since 1935, and are proud to provide a dependable financial resource for your children today.

If you have any questions regarding products and services offered at the South Florida Educational FCU, please call them at (305) 270-5250, visit their website at www.sfefcu.org/studentservices or visit one of their six convenient branch locations in Kendall, Miami Lakes, Downtown Miami, Miami Gardens, Homestead, or Palmetto Bay.

Sincerely,

Name of Principal
Frequently Asked Questions

1. What do I need to open my account?
   - $5 Minimum deposit
   - Students’ Social Security Number
   - Students’ School ID Number
   - Students’ Current Identification
     - Florida Driver’s License or Learner’s Permit
     - State Identification
     - Passport
     - Resident Alien Card
     - Military ID

2. How can I open an account?
   You can visit one of our six branches.

3. Can I have an ATM card?
   Yes, once you have made an initial deposit, you may order an ATM card.

5. Can I use my account before I start my internship?
   Yes, you will have access to your account the minute you make a deposit and activate your account.

6. Can my parents open an account?
   Yes. Once your student has opened his/her savings account they can sponsor you so you can also join the credit union.

Office Locations & Phone Numbers

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<th>Member Service Center</th>
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<tr>
<td>Phone: 305-270-5250</td>
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<tr>
<td>Mon. - Fri.: 8:30 a.m. - 8:00 p.m.</td>
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<tr>
<td>Saturday: 9:00 a.m. - 1:00 p.m.</td>
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<th>Miami Gardens</th>
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<td>18975 NW 2nd Avenue</td>
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<td>Miami, FL 33169</td>
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<td>5890 NW 158th Street</td>
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<td>Miami, FL 33014</td>
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<tr>
<th>Downtown Miami</th>
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<tbody>
<tr>
<td>1498 NE 2nd Avenue</td>
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<tr>
<td>Miami, FL 33132</td>
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<tr>
<th>Kendall</th>
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<td>7800 SW 117th Avenue</td>
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<td>Miami, FL 33183</td>
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<th>Palmetto Bay</th>
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<td>17500 S. Dixie Highway</td>
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<td>Miami, FL 33157</td>
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<tr>
<td>16460 SW 304th Street</td>
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<td>Homestead, FL 33033</td>
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www.sfefcu.org

OFFICE HOURS:
Miami Gardens / Miami Lakes / Kendall / Palmetto Bay / Homestead:
Monday – Thursday: 9 - 5
Friday: 9 - 6 / Saturday: 9 - 1
Downtown Miami: Monday – Friday: 9 - 5

*For Checking Account guidelines please visit https://www.sfefcu.org/accounts/studentchecking.
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 ______ Name of Carrier ______ Other ______ Please Specify ______

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

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 _________________________ (Child’s Name) Student I.D. No. _________________________ 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

1. Name of parent/guardian _________________________

2. Parent/Guardian Phone No(s). Home _________________________ Business _________________________ Cell _________________________

3. In case parent/guardian cannot be reached, please contact _________________________ Relationship _________________________ Telephone No. _________________________

4. Please list any insurance policy covering your child _________________________ Policy No. _________________________

5. Physician’s Name _________________________ Telephone No. _________________________

5. Only if applicable, complete the following:

   a. My child has the following medical problem _________________________

   b. My child takes the following medications regularly: _________________________

      (Proper Medical form #2702 is on file at the school)

   c. 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)
NAF Academy Summer Internship Handbook Exam

Multiple Choice
Please choose the best answer for each question by circling the correct response

1. The main purpose of the summer internship is to
   A. Provide students opportunities to make money
   B. Provide practical introduction to the work environment through direct contact with professionals
   C. Provide employees for local businesses
   D. Provide students with networking opportunities

2. The supervising teacher’s responsibilities are
   A. Oversee the internship
   B. Visit the interns and intern providers
   C. To assist in successful internships
   D. All of the above

3. The Summer Internship Student Handbook has been developed to
   A. Help you prepare for the internship with activities, resources, and suggestions
   B. Make the internship fun
   C. Show the internship provided our organizational structure
   D. Have student sign to guarantee completion of the internship

4. During the pre-internship which of the following is NOT required of the students
   A. Complete all requirements
   B. Accept the first position offered
   C. Notify his/her lead teacher when hired
   D. Complete the Supervisor Assessment in a timely manner

5. During the internship, the student must
   A. Assist in internship recruitment
   B. Collect all required documents and submit to the district office in a timely manner
   C. Work the entire length of the internship
   D. Notify the School Choice & Parental Options office when hired

6. All written assignments are to be turned in
   A. At the end of the internship
   B. Weekly
   C. Daily
   D. Every other week

7. If a problem arises at the workplace a student should
   A. Try and solve it with co-workers
   B. Immediately call you intern supervisor
   C. Speak to the employer of your location
   D. Just forget it and let it work itself out
8. If you are ill and cannot go to work
   A. Call someone you work with to cover your shift
   B. Call your workplace supervisor and Ms. Ana Amador at MDCPS as soon as possible
   C. Call your internship supervisor
   D. Stay home and rest and then call your workplace supervisor

9. Make sure you do all of the following EXCEPT
   A. Ask permission to use telephone for personal calls
   B. If you are permitted to make personal calls, make them short
   C. Do not make long distance personal calls
   D. Only make and receive personal calls from your cell phone

10. If you are handling confidential records
    A. Disclose only to other employees
    B. You may disclose to family members
    C. Do not disclose the records
    D. Disclose only to supervisors of other departments

11. If you are unsure of a particular responsibility you should
    A. Improvise to show initiative
    B. Ask another employee what to do
    C. Ask questions of the workplace supervisor
    D. Wait until someone can explain the job better

12. If you are given an assignment by more than one person
    A. Do the easiest first
    B. Check with your supervisor as to which task takes priority
    C. Ask another employee to help you by doing one of the tasks
    D. Decide which you feel is more important and do that task first

13. The internship assignments are designed to
    A. Give the internship supervisor a way of assigning you a grade
    B. Show firsthand knowledge of your job and your workplace
    C. Assess your writing skills
    D. Make sure you have school work to do during free time

14. Written assignments must include all of the following EXCEPT
    A. Times New Roman or Arial and 12 point font
    B. Double spaced
    C. 2 inch margins
    D. 8 ½ x 11 size paper

15. The documents required to open an account at the South Florida Educational Credit Union are
    A. Five dollar minimum deposit
    B. Identification
    C. Social Security number and School ID number
    D. All of the above
16. Acceptable forms of identification to open a credit union account may be any of the following EXCEPT
   A. Passport
   B. Florida ID
   C. Student ID
   D. Resident Alien Registration card

17. The Media Release Form
   A. Gives parents the choice of whether their child is photographed or video taped
   B. Gives students the authority to use media related technology
   C. Interview employers for school newspaper
   D. Has nothing to do with Miami Dade County Public schools

18. In order to have the school insurance you must
   A. Go to State Farm and purchase insurance
   B. Tell the lead teacher to purchase for you
   C. Go to k12 student insurance and pay for it with a credit card
   D. See your counselor

19. Homework assignments are due on
   A. Monday
   B. Tuesday
   C. Wednesday
   D. Thursday

20. Timesheets must be faxed by
   A. Monday
   B. Tuesday
   C. Wednesday
   D. Thursday

21. During the summer internship the parents or guardians have the responsibility
   A. Go visit the student at the worksite
   B. Take the child to work daily
   C. Call the employer and report the child is ill if unable to go work
   D. Ensure that their child follows employer/school expectations of the program

22. The work site supervisor is responsible to do all of the following EXCEPT
   A. Call parents with updates of the student’s performance
   B. Hold a minimum of two conferences with the employer to discuss the student’s progress
   C. Communicate with work supervisor to resolve any interferences that may occur between the internship program and the company’s policies
   D. Counsel the student about the work-based learning experience.
23. The summer internship is
   A. Five weeks
   B. 3 weeks
   C. 8 weeks
   D. 4 weeks
24. The number of community service hours a student receives if he/she does not have a monetary payment for work is
   A. 200 hours
   B. 50 hours
   C. 150 hours
   D. 100 hours
25. The final Power Point/Photo Story assignment must include all of the following EXCEPT
   A. Minimum 15 slides
   B. Photo of your office, company, workspace supervisor or co-workers and company logo
   C. Slide transitions, narrated and self-running
   D. Your opinion of the company you worked for and how they could improve

True/False
Next to each statement mark T if true and F if false
   ____26. Be on time.
   ____27. Use street language when speaking to fellow employees so they are comfortable.
   ____28. Eat at your desk.
   ____29. Be a team player.
   ____30. Text on the job.
   ____32. You may listen to music devices while working.
   ____33. Be responsible.
   ____34. Check personal emails only when you have time.
   ____35. Be dependable and cooperative.
   ____36. Chew gum only with permission.
   ____37. You may use the Internet at lunch.
   ____38. Follow the work schedule as assigned.
   ____39. It is not necessary to make up hours that are missed.
   ____40. You do not receive a grade for the summer internship.
   ____41. Proof read all your assignments for grammar and spelling areas.
   ____42. All assignments must include heading with student name, date, name of work site, Supervising teacher and school name.
   ____43. Students who do not complete assignments may be withdrawn from the summer Internship.
   ____44. Timesheets do not have to be signed by your supervisor.
   ____45. The self-evaluation is done so the intern can reflect on personal growth and understand the skills they have acquired through the internship.
### Answer Key for NAF Academy Summer Internship Final Exam

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