

# Miami-Dade County Public Schools Office of Community Engagement/Internship Program

## Required Student Procedures

1. Internship commitment is for the entire school year.
2. Transportation difficulties cannot be an excuse to exit the program. Confirm transportation prior to committing to the program.
3. Once you are accepted into the program you will receive a Student Placement Form (SPDF). Use information on this form to contact your internship provider and set up an interview. The SPDF must be returned to the office immediately after interview with internship provider.
4. Any changes in internship provider or student contact information must be communicated to the Office of Community Engagement **immediately** and a new Student placement form (SPDF) must be completed.
5. Students are required to keep a log sheet that is signed by the internship provider every visit. A copy is to be submitted by fax or email to the Office of Community Engagement by the student two weeks prior to completion of grading period.
6. Student cannot intern with a family member or in a home-based business.
7. A grade sheet must be submitted by the internship provider directly to the Office of Community Engagement two weeks before the end of the grading period.
8. For additional information, please review the handbook at [http://community.dadeschools.net/!internship/HE\\_overview.asp](http://community.dadeschools.net/!internship/HE_overview.asp).

**Print Student Name** \_\_\_\_\_ **ID#** \_\_\_\_\_

I have read and understand the Required Student Procedures. Non-compliance with the procedures may result in the student's failure of a grading period and/or removal from the program.

**Student's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**School Attending** \_\_\_\_\_

**Note: The receipt of this document is required to confirm placement in the program.**

**Office of Community Engagement**  
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