



BARBARA GOLEMAN SENIOR HIGH

Academic Year Internship Program

PURPOSE

The Executive internship program has provided exciting opportunities for high school juniors and seniors to gain experience and knowledge in their intended collegiate fields of study, and/or careers.

Student interns are involved in education or training programs designed to provide students with professional experience in the furtherance of their education.

BENEFITS

- ✓ Students are matched with community professionals who share their time and talents so that students have meaningful, career-related experiences.
- ✓ Provides growth, career connections and learning opportunities to students in high school and vocational schools.
- ✓ Provides students real-life experiences in the world of work, with students taking on the roles and responsibilities of a valued member of the organization.
- ✓ Promotes academic, career and/or personal development.

How it works

Students leave campus to report to internship site during school hours, based on schedule approved by student, internship provider, and school internship coordinator.

Students report to the same internship provider for the entire academic year. Changes in provider should only be made in exceptional circumstances.

Students must be carefully monitored and evaluated for academic credit cooperatively by the Internship Provider (business) and Internship Coordinator (school – level).

Academic year internships are Not

- ✓ Meant to replace an employee at the place of business or school site
- ✓ Community service hours
- ✓ Field trips
- ✓ On The Job Training
- ✓ CTE Internships

Enrollment criteria

- ✓ Enrollment as a full-time Junior or Senior
- ✓ Unweighted GPA of 3.0 or better
- ✓ Good attendance
- ✓ Parent agreement for participation
- ✓ Student accident insurance on record
- ✓ Updated resume
- ✓ Access to private or public transportation

Intern responsibilities

Students are expected to:

- ✓ Attend all days of internship schedule
- ✓ Be punctual
- ✓ Behave and dress professionally (appropriate to the provider workplace)
- ✓ Complete assigned tasks
- ✓ Maintain open communication with provider and internship coordinator at all times
- ✓ Submit log sheets (signed by provider) to internship coordinator
- ✓ Ensure provider submits grade evaluation to internship coordinator

Finding an internship provider or mentor

School faculty and/or students may also secure own provider

Some Ideas:

- ✓ Parents' Employers
- ✓ Dade Partners
- ✓ Community Partners
- ✓ Chambers of Commerce
- ✓ Governmental Agencies

Internship matching process

Office of Community Engagement recruits providers and secures cooperative agreements year-round

Suggests student match based on:

- ✓ Student's top 3 fields of interest
- ✓ School location
- ✓ Home location
- ✓ Special requests made by providers

Possible career choices in Executive Internship include:

- Accounting
- Administrative Assistant
- Aerobics Instructor
- Architecture/Drafting
- Athletic Training
- Automotive Tech
- Business Management
- Computer Applications
- Construction Technology
- Criminal Justice
- Culinary/Food Service

- Customer Service
- Dental Assistant
- Education
- Engineering
- Film Production
- Graphic Design
- Human Services
- Journalism
- Law Enforcement
- Multimedia Design

- Performing Arts
- Political Science
- Sales and Marketing
- TV Production

Elizabeth Pina
Student Services
epina23@dadeschools.net

