

Miami-Dade County Public Schools Academic Year 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. Please confirm transportation prior to committing to the internship.
3. Once your coordinator confirms your acceptance and you have been matched, please contact your provider to set up an interview.
4. Any changes in internship provider or student contact information it must be approved by your internship coordinator. All changes must be communicated to the Office of Community Engagement immediately. Changes are only accepted of exceptional circumstances.
5. Your coordinator may ask to maintain a log sheet signed by the internship provider. Student must submit a copy to the coordinator.
6. Student cannot participate in an internship if reporting to an immediate family member, or in a home-based business.
7. Internship hours must be during school week.
8. Internship provider must submit a grade sheet directly to the internship coordinator before the end of the grading period. Encourage your provider to submit your evaluation on time.

Print Student Name _____ **ID#** _____

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

Student's Signature _____ **Date** _____