

**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. Please confirm transportation prior to committing to the internship.
3. Once you are accepted into the program you will receive a Student Placement Data Form (SPDF). Use information on this form to contact your internship provider and set up an interview. The SPDF must be returned 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 SPDF must be completed.
5. Students are required to maintain a log sheet that is to be signed by the internship provider during every visit. Student must submit a copy by email to the internship coordinator two weeks prior to completion of grading period.
6. Student cannot hold internship with a family member or in a home-based business.
7. Internship provider must submit a grade sheet directly to the Office of Community Engagement two weeks before the end of the grading period.

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 _____

School Attending _____

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

**Office of Community Engagement
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