

# OVERVIEW SUMMER YOUTH INTERNSHIP PROGRAM 2021

<b>DATES/LENGTH</b>	July 1, 2021 – August 5, 2021 All eligibility documentation must be submitted by the deadline of May 28, 2021. Online pre-internship course completion deadline is May 14, 2021.
<b>REQUIRED HOURS</b>	150 HOURS – All hours must be completed during the dates of the SYIP Program (July 1 - August 5, 2021)
<b>SUGGESTED SCHEDULE</b>	30 HOURS PART TIME WEEKLY (Five Weeks)
<b>WORK MODALITY</b>	VIRTUAL, HYBRID or IN-PERSON (following CDC COVID-19 guidelines)
<b>STUDENT POPULATION</b>	Rising 10th through 12th Grade high school students between the ages of 15-18 and enrolled in Miami-Dade County Public High Schools
<b>ELIGIBILITY</b>	Students must: <ul style="list-style-type: none"><li>• Be eligible to work in the U.S. and be a resident of Miami-Dade County</li><li>• Be currently enrolled in a Miami-Dade County Public Schools high school</li><li>• Open an account with the South Florida Educational Federal Credit Union*</li><li>• Complete the online pre-internship course, submit ALL documents, and register for internship hiring process through <a href="https://miami.getmyinterns.org">https://miami.getmyinterns.org</a></li><li>• Priority will be given to at-risk students who meet one of the following criteria: Free/Reduced Lunch or English Language Learners (ELL) or Truant (15 or more unexcused absences).</li></ul>
<b>INTERNSHIP PROVIDERS</b>	All new and former internship providers must register at <a href="https://miami.getmyinterns.org">https://miami.getmyinterns.org</a> <b>Note: Organizations can select and hire up to 10 interns during the program. If you need additional information, please call the internship hotline at 305-693-3005.</b>
<b>STUDENT INTERVIEWS</b>	Internship Providers may schedule interviews virtually. (Zoom, Microsoft Teams, etc.) <b>Please Note:</b> The internship provider (Internship Employer) has the final say on the selection of the student intern pending that the student has met established criteria.
<b>METHOD OF PAYMENT</b>	<b>Sponsored by CareerSource South Florida, The Children’s Trust, Miami-Dade County, and South Florida Educational Federal Credit Union</b> 1) Summer Youth Internship Program (SYIP) Students will receive two payments <ul style="list-style-type: none"><li>o 1st payment July 14 - \$650.00</li><li>o 2nd payment August 11 - \$650.00 - after all assignments and timesheets are submitted to teacher</li></ul> <b>*Students must open an account by May 28, 2021 with the South Florida Educational Federal Credit Union (SFEFCU) the official credit union of the SYIP Program</b> 2) Payment by COMPANY PAYROLL – paid directly to student
<b>SUPERVISION</b>	A workplace supervisor from the employing organization will evaluate the intern twice during the internship and an M-DCPS teacher supervisor will be assigned to the intern and will communicate twice with the workplace supervisor and intern (two on-site or virtual visits during the 5-week internship period).
<b>STUDENT ACCIDENT INSURANCE</b>	<b>THERE IS NO LIABILITY FOR THE EMPLOYER AS ALL INTERNS ARE REQUIRED TO OBTAIN STUDENT ACCIDENT INSURANCE.</b> <b>(Football Insurance will not be accepted)</b>

For more information, call the SYIP Hotline at 305-693-3005.

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## 2021 Summer Youth Internship Program (SYIP), July 1 through August 5

### Frequently Asked Questions (FAQs)

- What is the Summer Youth Internship Program?  
A 5-week work-based learning experience between M-DCPS high school students and businesses and organizations throughout Miami-Dade County. The Children's Trust, Miami Dade County, CareerSource South Florida, and South Florida Educational Federal Credit Union are several sponsoring organizations.
- Who is eligible?  
Rising 10th through 12th grade high school students between the ages of 15-18 and enrolled in Miami-Dade County Public Schools. Students must be eligible to work, reside in Miami-Dade County, open an account with the South Florida Educational Federal Credit Union, the ONLY Financial Institution of the SYIP program, and complete the online pre-internship course. The deadline to complete the online course is Friday, May 14, 2021. The deadline to complete all eligibility documents and opening a South Florida Educational Credit Union account is Friday, May 28, 2021. The SYIP requires completion of 150 hours during the five-week period, July 1 – August 5, 2021.
- How do students enroll?  
A student must first complete the online pre-internship course by their school's Teacher Champion and submit required completed documentation to teacher. Parents and students can contact the Internship Hotline (305-693-3005) to find out more about enrollment and their Teacher Champion.
- How are students placed with an employer?  
After completion of the online pre-internship course and submission of required documentation, students will be prompted to upload their resumes to [Miami.getmyinterns.org](http://Miami.getmyinterns.org) (opening March 29, 2021 for students) where they can begin to apply for jobs with internship providers. All internship providers have been approved by the Department of Career & Technical Education to hire students. **Completing the online pre-internship course does not guarantee placement into this program.**
- Is this a paid internship?  
If students are approved after completing all requirements no later than May 28, 2021, including being hired by a business/organization, they will receive grant payments or be placed on company payroll. Students will be notified to confirm that they are receiving grant payments by the Department of Career & Technical Education.
- How do students get paid?  
The Summer Youth Internship Program is sponsored by The Children's Trust, Miami Dade County, CareerSource of South Florida and South Florida Educational Federal Credit Union. Students will receive TWO (2) payments directly deposited into their South Florida Educational Federal Credit Union, the ONLY Financial Institution of the SYIP Program, account:

  - 1st payment of \$650.00 – Wednesday, July 14, 2021
  - 2nd payment of \$650.0 – Wednesday, August 11, 2021

***Students must open their credit union accounts by Friday, May 28, 2021, to receive payments on time. If a student already has a credit union account, they must inform the bank of their participation in the Summer Youth Internship Program. Payments will be delayed if a student has not turned in their time sheets on time. No more than two absences are allowed, and the required 150 total hours must be completed during the SYIP program from July 1 - August 5, 2021.***
- How are students graded?  
Students completing the Summer Youth Internship Program will receive one high school academic credit. Students will be assigned a teacher over the summer who will collect their assignments and time sheets. Grade calculation: 50 % assignments and 50% internship supervisor assessment. Students may also receive dual enrollment college credit if they meet Miami Dade College or Florida International University established criteria and submit required forms by due date set by MDC and FIU.
- Are students required to have Student Accident Insurance?  
All students enrolling in the Summer Youth Internship Program must have Voluntary Student Accident Insurance (Football Insurance is not acceptable). The insurance fee is nonrefundable. Health insurance that students have on their parents' or guardians' plan **does not meet** the requirement for Student Accident Insurance.

**For more information, please call the Internship Hotline at 305-693-3005**

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
SUMMER YOUTH INTERNSHIP PROGRAM (SYIP) PROTOCOLS**

**July 1 through August 5, 2021**

**Eligibility Document Deadline: May 28, 2021**

**Online Pre-Internship Course Deadline: May 14, 2021**

**Protocols for Schools**

1. Administrators recruit and support a staff member to be the “Schoolwide Internship Champion.” If a school does not have career academies where a CTE teacher can be the “Schoolwide Internship Champion,” it is suggested that administrators recruit an available staff member.
2. Recruit interns who meet the eligibility criteria for the Summer Youth Internship Program (SYIP).
3. Internship Champion facilitates preparation of students with work skills online training (Odysseyware) and disseminates information concerning internship rules, procedures, and policies:
  - o Manage enrollment and grading of online Intern Preparation Course. “Internship Champion” contacts CTE office for Odysseyware course professional development and enrollment of students. *Scheduled starting in March 2021.*
  - o Review the **Summer Internship Training Program Handbook** with the interns (posted on <https://www.ctemiami.net/internships-2021/>).
  - o Support students in obtaining an account with the South Florida Educational Federal Credit Union by **May 28, 2021** for payment of grant stipends.
  - o Publicize and encourage parents to attend ONE of the virtual Parent Information Sessions scheduled May 10, 12, 13, 2021 (English); May 12, 2021 (Separate sessions for Spanish and Creole. Informational flyer posted on <https://www.ctemiami.net/internships-2021/>).
4. Collect all required documents and submit to the district office electronically via online binder (LiveBinder) by **May 28, 2021**, if documents are not received by this date the student will not be eligible to participate in the SYIP program.
5. Confirm your students are hired on <https://miami.getmyinterns.org/>
6. Notify students of SYIP status before the close of school year and give students the Internship hotline (305-693-3005) so that the students can contact the CTE Department with placement information or questions after the close of school.
7. Collect and submit by due date to the CTE office all required documents for dual enrollment through Miami Dade College or Florida International University (hard copies) by due date set by MDC and FIU, if student is eligible.

## Protocols for Students

### Pre-Internship:

1. Complete all requirements for eligibility as per checklist by **May 28, 2021**.
2. Complete Online (Odysseyware) Pre-Internship Course by **May 14, 2021**.
3. Students will be approved to sign up at <https://miami.getmyinterns.org/> upon completion of Online (Odysseyware) Pre-Internship Course
4. Clarify any scheduling or transportation problems
5. Accept the first position offered
6. Call to cancel any subsequent interviews once a position has been accepted
7. Notify lead teacher/counselor/Internship Teacher Champion at the school and the CTE office after the close of school year when hired at 305-693-3005.
8. Open a SFEFCU account by **May 28, 2021**. If not open in time, first payment will be delayed.

### During the Internship

1. Work the entire length of the internship (5 weeks/150 hours). **All hours must be completed during the SYIP program dates (July 1 - August 5, 2021)**.
2. Complete a W-9 when sent to you through Adobe Sign. (Remember information on this form is your information **NOT** your parents' information.)
3. Follow the schedule as assigned by the Internship Provider
4. Complete all assignments as indicated in Student Handbook
5. Observe summer school attendance policies (no more than two absences allowed)
6. Make up any hours for stipend payment purposes, if applicable.

## Protocols for Internship Providers

1. Sign-up at <https://miami.getmyinterns.org/>
2. Registered to do business in the state of Florida and located in Miami Dade County
3. Agree to and sign the cooperative (Internship) agreement (sample in the student handbook).
4. Assign a worksite mentor
5. Interview the student intern for placement (remotely or in-person)
6. Participate in a virtual internship provider orientation
7. Sign a M-DCPS field trip form that will allow the worksite supervisor to take the student intern off-premises for official work-related meetings
8. Ensure that an Emergency Contact Form is on file at the office for each student intern
9. Review and approve intern's timecard on a weekly basis and the total timecard at the end of the SYIP five-week program
10. Complete an assessment of the intern at the end of the SYIP five-week program