

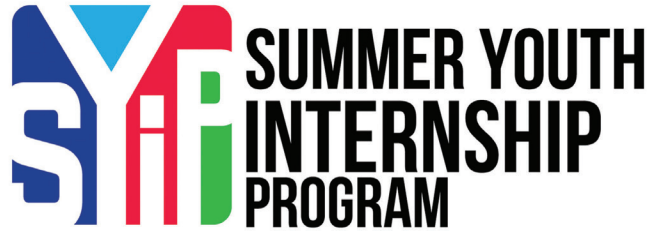
2024 INTERNSHIP PROVIDER HANDBOOK



PAVE A PATH **TODAY,**
FOR SUCCESS **TOMORROW.**

SYAF SUMMER YOUTH INTERNSHIP PROGRAM





SYAF SUMMER YOUTH INTERNSHIP PROGRAM



Introduction PROVIDING AN INTERNSHIP

What is an Internship?

Hands-on learning and skills development with real-world work experience under the guidance and supervision of supportive adults who have relevant knowledge and skills in their field. Internships are critically important for young people as they prepare them for life after high school. An internship that provides a rich learning environment sends an important message to students that ***learning and earning are intrinsically related.***

Many of the students available for interning have begun training in skills for careers that align to the “Target Industries” as identified in the “One Community One Goal” strategy.

Our students are the future and we need your help to prepare them to be their best!

Developing young talent is one of the smartest decisions a business can make. Career path decisions are made early, so when you hire high school students now, you create a pathway back to your business for future employees.

The goals of our summer internship program are to promote students’ interest in post-secondary education, and to develop the skills that are required to be successful in the 21st century workplace. You’ll be helping our students, and also helping your business by tapping into this excellent source of energetic young talent!

The Summer Youth Internship Program Is:

- Project based with learning goals structured into the experience
- Internship Provider/Employer interviews and hires student intern
- Payment to students by grant (or employer)
- A work/learn exchange between student and your business
- Offers opportunity for intern to learn all aspects of the workplace
- Student commitment of minimum 30 hours per week, for five weeks
- Academic credit earned by students with successful internship evaluation and completion of academic assignments
- Interns insured through school accident policy
- Monitored by an instructional supervisor and workplace supervisor

An Internship Is Not:

- Free help or volunteering
- Job shadowing
- Training or mentoring (with no productive work)
- More than 20% “busy work” (such as filing, errands, covering phone, etc.)

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MIAMI-DADE COUNTY PUBLIC SCHOOLS SUMMER YOUTH INTERNSHIP PROGRAM 2024

| | |
|-----------------------------------|--|
| DATES/LENGTH | July 1, 2024 – August 5, 2024 (Tentative) All eligibility documentation must be submitted by the deadline of May 24, 2024 . Online pre-internship course needs to be completed within 30 days of issuance but no later than May 17, 2024 . |
| REQUIRED HOURS | 150 HOURS – All hours must be completed during the dates of the SYIP Program (July 1 - August 5, 2024) |
| SUGGESTED SCHEDULE | 30 HOURS PART TIME WEEKLY (Five Weeks) |
| WORK MODALITY | IN-PERSON (following current county & state health guidelines), VIRTUAL or HYBRID |
| STUDENT POPULATION | Rising 10 th through 12 th Grade high school students between the ages of 15-18 and enrolled in a Miami-Dade County Public High School |
| ELIGIBILITY | Students must: <ul style="list-style-type: none">• Be eligible to work in the U.S. and a resident of Miami-Dade County• Be currently enrolled in a Miami-Dade County Public Schools high school or Charter School• Open an account with the EdFed - The Educational Federal Credit Union*• Complete the online pre-internship course, submit ALL documents, and register for internship hiring process through miamiinterns.org• 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). |
| INTERNSHIP PROVIDERS | All new and former employers must register at miamiinterns.org 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. |
| STUDENT INTERVIEWS | Employers may schedule interviews in-person or virtually. (Zoom, Microsoft Teams, etc.) Please Note: The internship provider (Internship Employer) has the final say on the selection of the student intern pending that the student has met established criteria. |
| METHOD OF PAYMENT | Sponsored by CareerSource South Florida, The Children’s Trust, Miami-Dade County, and EdFed - The Educational Federal Credit Union 1) Summer Youth Internship Program (SYIP) Students will receive two payments: <ul style="list-style-type: none">○ 1st payment July 18○ 2nd payment August 8 - after all assignments and timesheets are submitted to their teacher supervisor 2) Students must open an account by May 24, 2024 with the EdFed - The Educational Federal Credit Union the official credit union of the SYIP Program 3) Payment by COMPANY PAYROLL – paid directly to student |
| SUPERVISION | 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). |
| STUDENT ACCIDENT INSURANCE | THERE IS NO LIABILITY FOR THE EMPLOYER AS ALL INTERNS ARE REQUIRED TO OBTAIN STUDENT ACCIDENT INSURANCE. (Football Insurance not acceptable) For more information, call the SYIP Hotline at 305-693-3005. |



EMPLOYER'S ROLE IN INTERNSHIP

Before the Internship

Establish A Learning Project

We want our student to work for you and learn from you. Design a project for the intern that is worthwhile for you and at the same time is a rigorous learning experience for the student.

Interview the Student

Before a student is placed, he/she will meet with you at your company. These “interviews” are designed as a way for both you and the student to make sure that the match is a good one. Students may bring resumes along with prepared questions. During this interview, we suggest that you provide information about the following:

- The organization's purpose and activities
- Your job duties, tasks and responsibilities
- What you want the intern to do
- Other employees who may be working with the intern
- Where the intern will work

During the Internship

Provide an Orientation

The sooner the student understands what the organization does and how it operates, the sooner he/she can assume assigned responsibilities and be productive. To help make that happen, you should make your co-workers aware of the arrival of your intern and plan an orientation session.

The orientation might include:


- A tour of the facilities and introduction to other employees
- Reading materials about the organization
- Introduction to the intern's workplace
- Explanation of company policies (attire, behavior, cell phone and e-mail policies, etc.)
- Explanation of work standards and procedures

Supervise and Mentor the Intern

As an Internship Worksite Supervisor, you will use all the skills that apply to any effective supervisory relationship: motivating, modeling, communicating, delegating, training, coaching, and evaluating. The intern will look to you as a mentor who will assist in making the transition from high school to post-secondary education and work environments.

The student interns will have a “graded” assignment to create and review their personal goals for their internship with you during the first week. And then to review those goals and their work to submit a self assessment during the third week. The work site supervisor will also submit an evaluation of student's work during the fourth week.

Your intern will ask you to sign weekly time sheets. Additionally, we expect that you will meet with your intern regularly to provide feedback concerning their performance. During these meetings, the student can: report on the status of their work, ask questions, learn how they are contributing to the organization, consider why the work needs to be done and who benefits from it, and get a sense of work that lies ahead.



SUMMER YOUTH INTERNSHIP PROGRAM



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

July 1 through August 5, 2024 (tentative)
Eligibility Document Deadline: May 24 2024

Online Pre-Internship Coursework
within 30 days of enrollment or at the latest Deadline: May 17, 2024

Protocols for Schools

1. Administrators recruit and support a staff member to be the “School Champion.” If a school does not have career academies where a CTE teacher can be the “School 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. School Champion facilitates preparation of students with work skills online training course and disseminates information concerning internship rules, procedures, and policies:
 - o Manage enrollment and grading of online Intern Preparation Course. “School Champion” contacts CTE office for Florida Ready To Work professional development and enrollment of students. (Check in My Learning Plan for Internship Preparation Course – Virtual Facilitator Training. *Scheduled in January, February and March 2024.*
 - o Review the Summer Internship Training Program Handbook with the interns (posted on <https://ctemiami.net/internships-2024/>).
 - o Support students in obtaining an account with EdFed - The Educational Federal Credit Union by **May 24, 2024** for payment of grant stipends.
 - o Publicize and encourage parents to attend one of the virtual Parent Information Session scheduled TBA.
4. Collect all required documents and submit to the district office electronically via online binder (OneDrive) by **May 24, 2024**, 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 miamiInterns.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. Share informational flyer from Miami Dade College to students and parents for dual enrollment through Miami Dade College. Student due date is set by MDC. MDC will be in contact with student and let them know if student is eligible.

Protocols for Students

Pre-Internship:

1. Complete all requirements for eligibility as per checklist by **May 24, 2024**.
2. Complete Online Florida Ready To Work Soft Skills and other online coursework within 30 days of enrollment or at the latest **by May 17, 2024**.
3. Students will be approved to sign up at miamiInterns.org upon completion of all Online Pre-Internship Course lessons.
4. Clarify any scheduling or transportation problems.
5. Accept in miamiInterns.org the position offered.
6. Call to cancel any subsequent interviews once a position has been accepted.
7. Notify lead teacher/counselor/School Champion at the school and the CTE office after the close of school year when hired at 305-693-3005.
8. Open a EdFed - The Educational Federal Credit Union account by **May 24, 2024**. 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 tentative dates (July 1 - August 5, 2024)**.
2. Complete a W-9 and TANF when sent to you through Adobe Sign. (Remember information on this form is your information **NOT** your parents)
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 MiamiInterns.org
2. Registered to do business in the state of Florida and located in Miami Dade County
3. Agree 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 an 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 time-sheet on a weekly basis and the total time-sheets 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



State-sponsored foundational employability skills training and credentialing solution.

Online career-contextualized training develops the foundational skills required by most jobs, across industries. The training is self-directed, self-paced, and accessible from any computer or tablet any place, anytime.

Student intern applicants will complete the Soft Skills Training



Soft Skills Training teaches employability and social skills in a career context. Modules include Communicating Effectively, Conveying Professionalism, Promoting Teamwork & Collaboration, and Thinking Critically & Solving Problems. The courseware offers a blended learning approach with offline project-based activities and capstone projects to supplement the interactive digital curriculum.



Digital Skills Training is a self-paced course that provides learners with the skills needed to navigate technology in the workplace. Modules include Computer Operations, Internet Browsing, Digital Communication, Digital Documents, and Digital Security.



Academic Employability Skills Training offers a series of career-focused modules to improve learners' readiness in foundational academic employability skills including math, reading, and data. The courseware can be self-paced or delivered by an instructor, and all content addresses core skills required for entry into all 16 national career clusters.

Each training module contains a course component that includes instructional content, a knowledge-check quiz, and practice exercises that allow learners to apply the skills to real life, practical situations. To complete each module, learners take a posttest to recap what they've learned.

The posttest at the end of each module measures mastery of content. When the learner scores 80% or greater on the posttest, they earn an eBadge and advance to the next module. When learners have completed every module and earned their eBadges, they earn a Certificate of Completion.

Did you know...

Learners who successfully complete the training courseware can access digital versions of their eBadges and Certificates of Completion. These digital badges can be shared on social media, added to an email signature, included in an online portfolio or resume, and more.



Managing the Internship

All regulations pertaining to Federal Child Labor Laws must be adhered to by the employer and verified by the teacher supervisor and the work site supervisor.

Internship Provider Supervisor (Work Site)

Make the intern feel a part of the work team including providing orientation and training, if possible. Identify a person to “mentor” the student if it is not the role of the intern’s work site supervisor. This person, ideally, should meet with the intern(s) weekly to debrief and discuss the week’s work, any potential problems and school assignments related to the internship.

- Develop a schedule that maximizes company and intern needs in completing the internship.
- Review Internship Employer, Student and Parent Agreement. See sample in Addendum.
- Intern must complete and sign & take home for Parent/Guardian’s signature;
- Employer must sign agreement and return to teacher supervisor;
- Call the teacher instructional supervisor for assistance with questions or recurring problems, i.e. tardiness, absenteeism, etc.
- Note that interns may not miss more than two excused days of the internship to receive credit and must **make up any hours** missed before the end of the SYIP program for grant purposes. If absent, they must notify you before their reporting time, text or email their instructional supervisor and call the CTE office on internship hotline (305-693-3005.)
- Have a signed Miami-Dade County Public Schools’ field trip form on file to take the intern off premises as well as an Emergency Contact Form for each student intern.

Internship Provider Mentoring

- Students will have an assignment in Week 1 to review their personal goals for their internship with their Internship Provider Supervisor.
- Supervisors should meet again with intern during Week 3 to review progress of goals.
- The Supervisor Assessment of Work-Based Student Performance will be worth 50% of the student’s final grade.

Ideas for Intern Projects

The difference between a part time job and an internship is that the internship has “purposeful” work.

- Providing technical support
- Monitoring equipment and troubleshooting problems
- Installing and testing computer hardware
- Processing and verifying accounting information
- Creating weekly and monthly financial reports
- Greeting and escorting visitors
- Developing and providing tours to visitors
- Assisting with event planning

Rules & Procedures

The internship is arguably the single most important component of a career academy. Students and parents must recognize its importance and plan accordingly. All stakeholders (students, school staff and internship providers) must be aware of and comply with **non-negotiable** rules and procedures.

Students

During the pre-internship, the student must:

- complete all requirements for eligibility including having student accident insurance, submitting signed documents and completing the online internship preparation course;
- clarify any scheduling or transportation problems;
- accept the first position offered to him/her;
- call to cancel all subsequent interviews once an internship position has been accepted; and
- notify his/her lead teacher when hired.

During the internship, the student must:

- work the **entire length** of the internship (activities such as cheerleading camp, vacation, football practice, etc., cannot be used as excuses for absences during the internship);
- report on the **first** and **last day** of the internship (an absence on the first or last day may be grounds for withdrawal from all summer services programs);
- follow the schedule as assigned at the internship provider site (internship supervisors assign hours; students may not have hours changed to suit their needs);
- complete all assignments (student intern receives high school credit and/or dual enrollment credit for the internship);
- observe the Summer School Attendance Policy;
- make up any hours missed for stipend payment purposes; and
- complete a valid, Miami-Dade County Public Schools field trip form to participate in any activities away from the internship site. (*No out-of-county travel allowed without prior district authorization.*)

School Site/District Staff must:

- assist with internship recruitment;
- review the summer internship training program handbook with the interns prior to the end of the regular school year (discussion of assignments, forms, etc., should be thoroughly covered during this process);
- collect all required documents and submit to the district office electronically via Livebinder in a timely manner;
- collect and submit all required documents (hard copies) if student is eligible for dual enrollment through Miami Dade College in a timely manner to the Department of Career & Technical Education; and
- notify the Department of Career & Technical Education office when the student is hired.

Internship Providers must:

- have a signed Internship Agreement on file with M-DCPS;
- sign and submit the Safety Agreement (see Addendum);
- have a signed Miami-Dade County Public Schools' field trip form on file to take the intern off premises as well as an Emergency Contact Form for each student intern;
- complete the Internship Assessment in a timely fashion, and review results with the student.

INTERNSHIP ASSIGNMENTS

The internship assignments are designed to provide experience in and first-hand knowledge of the workplace environment. Through these assignments, students will gain skills in the areas of interpersonal relations, resources, company organization, and technology.

Interns will receive detailed directions, complete assignments and upload to the bulb app template and/or to the online course “Assignments for Summer Internship.” The final project due Week 3 will be to create a self-narrating presentation about student’s internship.

Interns will do the work on their own time, but will need to consult with internship provider supervisor for some assignments. The Instructional Teacher Supervisor will oversee and grade the weekly intern assignments. The Internship Provider will assess the interns with a letter grade during Week 3.

WEIGHT OF ASSIGNMENTS

| Week 1 - RESOURCES | PERCENTAGE |
|--|-------------------|
| Goals, Objectives, Goal-related Activities | 10 |
| Timesheet | 5 |
| | |
| Week 2 - PLANNING AHEAD & REFLECTIONS | |
| Mission, Vision, and Company History | 10 |
| Begin taking/collecting photos for PowerPoint/Photostory | -- |
| Intern Self-Evaluation Form | 10 |
| Timesheet | 5 |
| | |
| Week 3 - ASSESSMENT & TECHNOLOGY | |
| Timesheet | 5 |
| PowerPoint/Photostory | 55 |

It is vital that students complete assignments, plus all timesheets for assignment grades, weeks 4 and 5 timesheets will be used for verification of 150 hours internship completion.

The total percentage of the assignments will be averaged in with the internship provider’s letter grade to determine the student intern’s final grade (See page 17 for sample assessment.)

50% assignments

50% internship provider’s letter grade assessment

Scale: **A**=100-90 percent

B=89-80 percent

C=79-70 percent

D=69-60 percent

F=59 percent or less

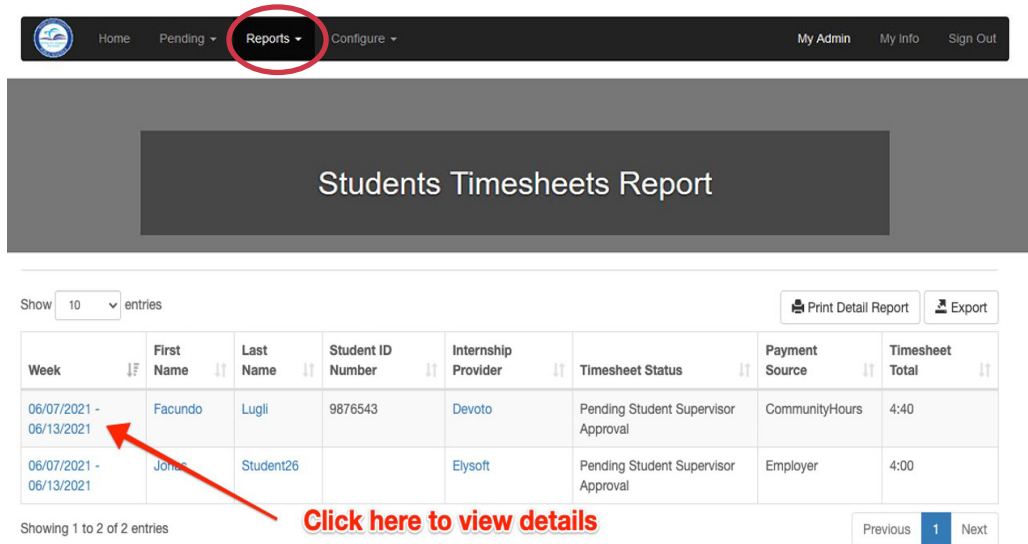
MANAGING THE INTERN TIMESHEET

Timesheets will be processed weekly through the website MiamiInterns.org with the same procedures of last year's internship.

Each week, students will complete and submit timesheet electronically within the MiamiInterns.org website. The Instructional Supervisor will review the timesheet, and when approved it will be routed to the workplace Internship Provider for approval.

Internship Providers will receive an email (to the email address that is registered in the MiamiInterns.org website system.) The email will contain a link to the student intern's timesheet within MiamiInterns.org. You may also review submitted timesheets by logging into MiamiInterns.org and selecting the **REPORTS** tab / Students Timesheets.

- Note that interns may not miss more than two days of the internship in order to receive academic credit and must make up any hours missed before the end of the SYIP program for grant payment purposes. If absent, interns must notify you and the CTE office at 305-693-3005.
- See addendum for sample of the electronic timesheet file.



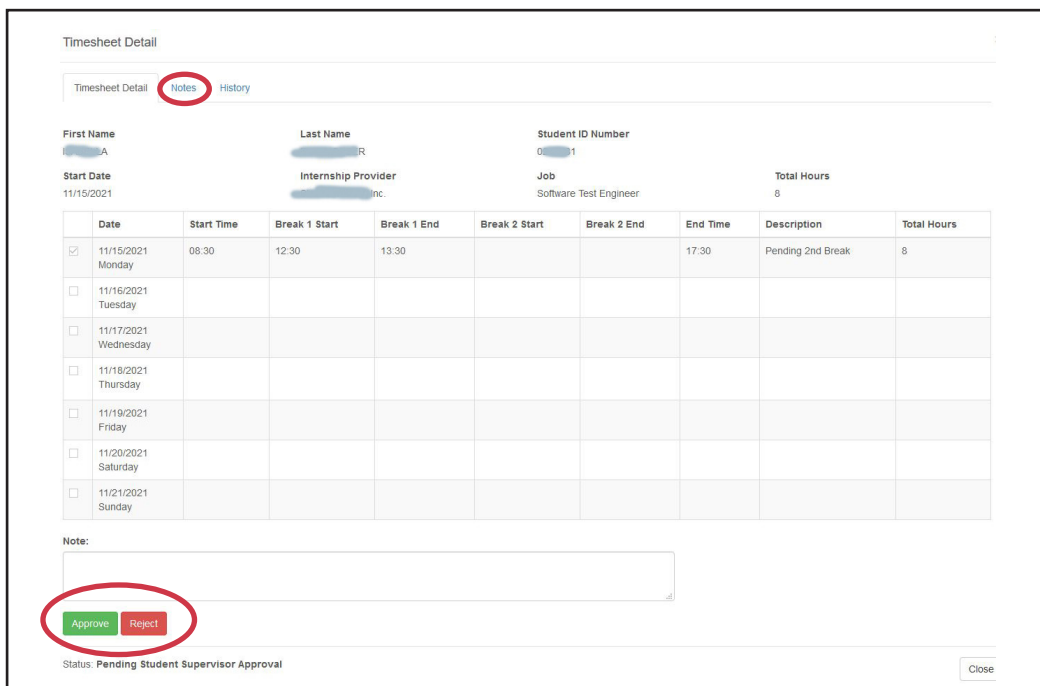
The screenshot shows the website navigation bar with 'Reports' circled in red. Below is a large grey box with the text 'Students Timesheets Report'. Underneath is a table with columns: Week, First Name, Last Name, Student ID Number, Internship Provider, Timesheet Status, Payment Source, and Timesheet Total. Two rows are visible, with a red arrow pointing to the first row. Below the table is a red text link: 'Click here to view details'.

| Week | First Name | Last Name | Student ID Number | Internship Provider | Timesheet Status | Payment Source | Timesheet Total |
|-------------------------|------------|-----------|-------------------|---------------------|-------------------------------------|----------------|-----------------|
| 06/07/2021 - 06/13/2021 | Facundo | Lugli | 9876543 | Devoto | Pending Student Supervisor Approval | CommunityHours | 4:40 |
| 06/07/2021 - 06/13/2021 | John | Student26 | | Elysoft | Pending Student Supervisor Approval | Employer | 4:00 |

Review the details, click "Accept" if details are correct.

Select "Reject" and timesheet will be routed back to student for corrections.

(May also add NOTES from the tab at top.)



The screenshot shows the 'Timesheet Detail' page. At the top, there are tabs for 'Timesheet Detail', 'Notes', and 'History', with 'Notes' circled in red. Below are fields for First Name, Last Name, Student ID Number, Start Date, Internship Provider, Job, and Total Hours. A table follows with columns: Date, Start Time, Break 1 Start, Break 1 End, Break 2 Start, Break 2 End, End Time, Description, and Total Hours. The first row is checked and shows a 'Pending 2nd Break' for 8 hours. At the bottom, there is a 'Note' text area and two buttons: 'Approve' (green) and 'Reject' (red), both circled in red. The status at the bottom is 'Pending Student Supervisor Approval'.

Evaluating the Internship

Internship Provider Assessment of Intern

Towards the end of the internship, we will ask you to assess the student intern. You will receive an email from the student's Instructional Supervisor with a link to the online evaluation of each student intern, as well as, the evaluation of the internship program (see Addendum for sample.)

This is a critical part of the learning experience when conducted professionally and sensitively. We encourage you to meet with your intern to review your assessment of them.

- Complete the online **Supervisor Assessment of Student College and Career Readiness** by due date (middle of third week of internship)
- Review the assessment of his/her performance with your student intern.
- The Supervisor Assessment of Work-Based Student Performance will be worth 50% of the student's final grade.

If you have interns who are in NAF academies, you will also receive an email from NAFTrack with a link to a short evaluation (see addendum for sample.)

Write a Letter of Reference

Your intern will ask you to write a letter of reference at the end of the program. These letters will become an important piece of their senior portfolio.

SUMMER YOUTH INTERNSHIP PROGRAM



Addendum



**SAMPLE ONLY - Form
will be secure email for
signature**

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
Summer Youth Internship Program
Internship Provider Agreement**

The Summer Youth Internship Program (SYIP) has been planned to develop students academically, economically, and socially. There are responsibilities to the internship provider that must be considered.

The Internship Provider agrees to comply with all requirements found in the SYIP Internship Provider Handbook, incorporated herein by reference and attached hereto, which may be amended from time to time by the Department of Career and Technical Education:

1. Place the student intern in their business organization under the supervision of a qualified supervisor for the purpose of providing workplace readiness experience;
2. Adopt a background screening process that is, at a minimum, consistent with M-DCPS guidelines for the person(s) who will be supervising the student;
3. Provide the student with same consideration given employees with regard to safety, health, general working conditions, and other policies and procedures of the business;
4. Complete a student intern evaluation during the program and approve the student intern(s) timesheets on a weekly basis using www.miamiinterns.org;
5. Attend a virtual Internship Provider Orientation session before the initiation of the program;
6. Adhere to all state, federal, and School Board policies, including but not limited to nondiscrimination in employment and educational programs or activities with regards to race, gender, color, religion, ethnic or national origin, political beliefs, marital status age, sexual orientation, social and family background, linguistic preferences or disabilities;
7. Adhere to all Federal and Florida Child Labor Laws and are available for review in the SYIP Internship Provider Handbook or at www.myfloridalicense.com;
8. I understand that the required dates of attendance will take place during the approved 2024 Summer Youth Internship Program (July 1, 2024 – August 5, 2024) and that NO vacation is allowed during this time frame for student interns.
9. Hold harmless and indemnify the School Board of Miami-Dade County, Florida and its members, officers and employees against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, arising out of bodily injury or property damage arising out of or incidental to the negligent performance of this Agreement by or on behalf of the Internship Provider. However, nothing herein shall be deemed to indemnify the School Board or as a result of the negligence of any unrelated third party; and
10. Understands and agrees that it is subject to all federal and state laws and School Board policies relating to the confidentiality of student information specifically The Family Educational Rights and Privacy Act, 34 C.F.R. §99 et. Seq. All student information shall be regarded as confidential and not disclosed to any third-party.
11. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, venue in Miami-Dade County.
12. Comply with Florida’s Public Records Laws as delineated in Fla. Stat. 119, and laws relating to records retention.
13. This Agreement shall terminate at the end of the 2024 Summer Youth Internship Program. In the event of an issue involving health, safety, or welfare of student interns, The School Board and/or its designee at its sole discretion, may terminate this Agreement immediately with reasonable written notice to the provider.

Name of Company/Organization

Internship Provider Company Authorized Representative

Dr. Lupe Ferran Diaz, Administrative Director
M-DCPS Department of Career & Technical Education

Signature

Lupe Ferran Diaz
Signature

Date

July 1, 2024
Date

The School Board Attorney’s Office approved this agreement as to form and legal sufficiency. _____



**SAMPLE ONLY - Form
will by secure email for
signature**

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
Summer Youth Internship Program
Student and Parent Responsibilities**

The Summer Youth Internship program (SYIP) has been planned to develop students academically, economically and socially. There are responsibilities to the school, to the community and the business sponsors that must be considered when accepting students into these programs.

The Student agrees to comply with all requirements found in the SYIP Student Internship Handbook

1. Adhere to rules and regulations of the business and act in an ethical manner;
2. Provide their own transportation to place of internship;
3. Inform the internship provider and the instructional supervisor in the event of illness or emergency that prevents attendance;
4. If attending the internship in-person; comply with all state and federal guidelines on social distancing, proper hygiene, and illness prevention, including by wearing a facial covering when appropriate;
5. Complete and submit a current W9 with student's complete nine (9) digit social security number before receiving stipend payment.
6. Be in attendance (no more than two unexcused absences) and punctual on the job and for all specified meetings, including those conducted remotely;
7. Not voluntarily quit/resign from a job without previous authorization from the internship provider and the instructional supervisor; and
8. Understand that M-DCPS is the recognized authority for making any adjustments or changes in the internship program. This principle applies regardless of whether or not the student obtained their own internship position.

The Parent/Guardian agrees to:

1. Ensure that their child follows internship provider/school expectations of the program;
2. Support the policy of requiring the student to complete the length of the internship program. Internship providers should not be put in a position of having to accommodate the vacation schedule of their intern's family.
3. Participate in a Parent Online Information Session
4. Understand that the student is responsible for their own transportation;
5. Understand that Miami-Dade County, Miami-Dade County Public Schools (M-DCPS), CareerSource South Florida, The Children's Trust, EdFed – The Educational Federal Credit Union, and/or the Foundation for New Education Initiatives, Inc. will not be held liable in any case of accident/injury on the way to and from internship. Student must obtain M-DCPS Student Accident Insurance to be eligible for the program.
6. Release Miami-Dade County Public Schools to share my child's relevant educational records with Miami-Dade County, CareerSource South Florida, EdFed – The Educational Federal Credit Union, The Children's Trust and/or the Foundation for New Education Initiatives, Inc. in accordance with the program requirements.
7. Allow child (if eligible) to participate in the Dual Enrollment program at Miami Dade College or FIU and receive college credit for satisfactory completion of their internship experience. For more information – please visit the MDC of FIU Dual Enrollment Website.

We, the undersigned, agree that we have read and understand the purpose and intent of the Internship Program Responsibilities.

Student Name (print)

Student Signature

Date

Student ID#

Student School

Parent/Guardian Name (print)

Parent/Guardian Signature

Date

Dr. Lupe Ferran Diaz, Administrative Director

M-DCPS Department of Career and Technical Education

Signature

July 1, 2024

Date

The School Board Attorney's Office approved this agreement as to form and legal sufficiency.



Sample only - Instructional Supervisor have copies for each of their assigned students.

EMERGENCY STUDENT DATA FORM

School No. /Name _____ I.D. Number _____ Grade ____ Section ____

Student's Last Name _____ APP _____ First Name _____ Middle Name _____

Address _____

Indicate primary contact phone number to be used for emergencies and automated messaging: _____

| | | | |
|-----------|------------|----------|---------------------|
| _____ | _____ | _____ | _____ |
| Last Name | First Name | Relation | Place of Employment |
| _____ | _____ | _____ | _____ |
| Telephone | Cellphone | Email | |
| _____ | _____ | _____ | _____ |
| Last Name | First Name | Relation | Place of Employment |
| _____ | _____ | _____ | _____ |
| Telephone | Cellphone | Email | |

Is either parent in the Military? Y ____ N ____ Branch _____

Kindergarten Only: Was the child in pre-school or child care? Yes ____ No ____

Was the full cost paid by you? Yes ____ No ____ What type? Headstart ____ ESE ____ Migrant ____ Other ____ Unknown ____

EMERGENCY CONTACT INFORMATION: Additional data is requested in the event of an emergency illness of your child. It is the parents' legal responsibility to assume medical and transportation expenses for your child. In the event that parents of child cannot be reached, provide contact information below of two persons, by order of priority.

| | | | |
|---------------|-----------------------|------------------------|-----------------|
| _____ | _____ | _____ | _____ |
| (Name) | (Relation to Student) | (Address) | (Phone at Work) |
| _____ | _____ | _____ | _____ |
| (Name) | (Relation to Student) | (Address) | (Phone at Work) |
| _____ | _____ | _____ | _____ |
| Family Doctor | Phone | Preference of Hospital | Phone |

Student health/allergy data which should be known in an emergency: _____

AUTHORIZATION FOR RELEASE OF STUDENTS FROM SCHOOL: Please provide names of persons authorized or not authorized to take your child from school during the school day. Note that persons listed as emergency contacts are not authorized to pick up your child, unless listed in this section.

Authorized: _____

Authorized: _____

Not authorized: _____

Not authorized: _____

IT IS THE PARENTS' RESPONSIBILITY to inform the school in person of any changes in the information listed on this form. Under penalties of perjury, I declare that I have read the foregoing [document] and that the facts stated in it are true.

Date: _____ Printed Parent Name: _____

Parent's Signature Verification: _____

Parents/guardians have the right to review the professional qualifications of their child's classroom teacher(s) including the licensing status, degree major, graduate degree(s) and the field of certification. This "right to know", available from your child's school, includes whether your child is receiving services provided by paraprofessionals and, if so, their qualifications.

Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be guilty of a misdemeanor of the second degree under Fla. Stat. § 837.06, or whoever makes a false verified declaration is guilty of the crime of perjury, a felony of the third degree, under Fla. Stat. § 92.525, which are punishable as provided in Fla. Stat., §§ 775.082, 775.083 and 775.084.

The Emergency Student Data Form governs early release withdraw of the student. The person who signs/verifies this form is responsible for providing truthful and accurate information. If the student's parents are divorced or separated, the enrolling parent is responsible for providing information that is consistent with the most recent court order governing such matters as divorce, separation or custody.



Sample only - Instructional Supervisor have copies for each of their assigned students.

Division of Athletics, Activities and Accreditation



MIAMI-DADE COUNTY PUBLIC SCHOOLS
PARENT PERMISSION FORM -- FIELD TRIP

Field trips are not mandatory. They are designed to enhance curriculum, to encourage student participation in extra-curricular activities, and to serve as community service projects.

SECTION I. IDENTIFYING INFORMATION

SCHOOL _____ DATE _____

STUDENT'S NAME _____ I.D. NO. _____ GRADE/HR _____

SECTION II. NOTIFICATION TO PARENT

_____ is planning a field trip for _____ to _____
School Group Sponsor Name Name of School Group Destination

The purpose of the trip is _____

TRANSPORTATION: Private Vehicle _____ Bus _____ Airline _____ Other _____
Name of Carrier Please Specify

This trip will be chaperoned by _____ Cost to each student \$ _____
(Total Number of Chaperones)

I understand that if I am unable to pay for the cost of this trip, and I want my child to participate, where appropriate, my child will be given an opportunity to raise funds through authorized fund-raising activities, or be given assistance in identifying another funding source. (This provision does not apply to activities not directly related to classroom instruction, e.g., Grad Nite, football games, banquets.)

DATES OF TRIP: (Include departure/return time) FROM _____ TO _____

--The above time schedule and/or personnel may be changed due to unforeseen circumstances. --

PLEASE KEEP THE TOP PORTION FOR YOUR INFORMATION.

RETURN THE BOTTOM PORTION TO THE TEACHER.

SECTION III. PARENT/GUARDIAN'S WRITTEN PERMISSION TO PARTICIPATE IN ACTIVITY

I hereby give permission for my child _____ Student I.D. No. _____
(Child's Name)

to participate in the field trip to _____
(Destination)

DATES OF TRIP: (Include departure/return time) FROM _____ TO _____

I have completed the EMERGENCY CONTACT INFORMATION in Section IV (see below).

SIGNATURE OF PARENT/GUARDIAN _____ DATE _____

SECTION IV. EMERGENCY CONTACT INFORMATION

- 1. Name of parent/guardian _____
2. Parent/Guardian Phone No(s). Home _____ Business _____ Cell _____
3. In case parent/guardian cannot be reached, please contact: _____ Relationship _____ Telephone No. _____
4. Please list any insurance policy covering your child _____ Policy No. _____
5. Physician's Name _____ Telephone No. _____
5. Only if applicable, complete the following:
a. My child has the following medical problem: _____
b. My child takes the following medications regularly: _____
(Proper Medical form #2702 is on file at the school)
c. My child has the following allergies: _____

I AUTHORIZE MEDICAL TREATMENT FOR MY CHILD IN CASE OF ACCIDENT OR ILLNESS WHILE ON THE TRIP.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

Sample of Electronic Timesheet from MiamilInterns.org

See Page 9 for directions.

Timesheet Detail

First Name [Redacted] A **Last Name** [Redacted] R **Student ID Number** 0[Redacted] 1
Start Date 11/15/2021 **Internship Provider** [Redacted] Inc. **Job** Software Test Engineer **Total Hours** 8

| | Date | Start Time | Break 1 Start | Break 1 End | Break 2 Start | Break 2 End | End Time | Description | Total Hours |
|-------------------------------------|-------------------------|------------|---------------|-------------|---------------|-------------|----------|-------------------|-------------|
| <input checked="" type="checkbox"/> | 11/15/2021 Monday | 08:30 | 12:30 | 13:30 | | | 17:30 | Pending 2nd Break | 8 |
| <input type="checkbox"/> | 11/16/2021 Tuesday | | | | | | | | |
| <input type="checkbox"/> | 11/17/2021 Wednesday | | | | | | | | |
| <input type="checkbox"/> | 11/18/2021 Thursday | | | | | | | | |
| <input type="checkbox"/> | 11/19/2021 Friday | | | | | | | | |
| <input type="checkbox"/> | 11/20/2021 Saturday | | | | | | | | |
| <input type="checkbox"/> | 11/21/2021 Sunday | | | | | | | | |

Note:

Status: Pending Student Supervisor Approval

INTERNSHIP PROVIDER ASSESSMENT - SURVEY GOLD

Providers will receive an email with the link to the following sample evaluation and complete it online for each intern.

| # | Section | Question | Response | Value |
|----|--------------------|---|----------|-------|
| 1 | Student Evaluation | Behaves ethically | | |
| 2 | Student Evaluation | Listens attentively | | |
| 3 | Student Evaluation | Comprehends information | | |
| 4 | Student Evaluation | Communicates verbally | | |
| 5 | Student Evaluation | Communicates in writing | | |
| 6 | Student Evaluation | Practices safety procedures | | |
| 7 | Student Evaluation | Maintains a positive attitude | | |
| 8 | Student Evaluation | Responds appropriately to directions by supervisor | | |
| 9 | Student Evaluation | Is productive | | |
| 10 | Student Evaluation | Uses time wisely | | |
| 11 | Student Evaluation | Strives to do an excellent job | | |
| 12 | Student Evaluation | Collaborates with co-workers | | |
| 13 | Student Evaluation | Maintains a professionally groomed appearance | | |
| 14 | Student Evaluation | Adapts to diverse situations | | |
| 15 | Student Evaluation | Uses necessary technology | | |
| 16 | Student Evaluation | Is punctual | | |
| 17 | Student Evaluation | Takes initiative in appropriate ways | | |
| 18 | Student Evaluation | Asks appropriate questions | | |
| 19 | Student Evaluation | Seeks to learn | | |
| 20 | Student Evaluation | Prioritizes tasks appropriately | | |
| 21 | Student Evaluation | Shows appropriate persistence | | |
| 22 | Student Evaluation | Completes assigned tasks | | |
| 23 | Student Evaluation | Exhibits professional behavior as defined by the industry or field | | |
| 24 | Student Evaluation | Understands career requirements in the industry or field | | |
| 25 | Student Evaluation | Understands the culture, etiquette, and practices of the workplace/ organization | | |
| 26 | Student Evaluation | Please contribute additional observations or explanations of your ratings; particularly if the ratings are "excellent" or "needs improvement." | | |
| 27 | Program Evaluation | Which industry represents your company? | | |
| 28 | Program Evaluation | Employer orientation | | |
| 29 | Program Evaluation | Employer resources (Miami.getmyintern.org website, internship hotline, and internship handbook) | | |
| 30 | Program Evaluation | Information provided about the internship (email communications, website, promotional materials) | | |
| 31 | Program Evaluation | District support provided (SYIP Staff) | | |
| 32 | Program Evaluation | Responses to employer inquiries were accurate and timely | | |
| 33 | Program Evaluation | The SYIP Program provided a meaningful way for our company to support student success and develop workplace and leadership skills that will enhance the future workforce. | | |
| 34 | Program Evaluation | What are the strengths and/or weaknesses of the program? | | |
| 35 | Program Evaluation | How can the program be improved? | | |
| 36 | Program Evaluation | Would you be interested in participating in next year's program? | | |

Future Ready Skills Assessment



Assessment for NAF Academy Interns

If any of your interns are enrolled in a NAF Academy, then you will receive an additional evaluation and this assessment satisfies a requirement for academy students to become NAFTrack Certified.

Directions

Evaluate and provide feedback on your student’s skill level and development throughout the experience. Please be objective and candid in your assessment. Your responses will help the student identify their strengths and areas of improvement as they grow professionally.

PART 1: HIREABILITY FRAMEWORK

Rate your student’s performance on these key hireability skills. Select the appropriate agreement rating for each statement. If you did not observe a particular skill, please mark as “Neutral” and explain in the comment box. **Your submission of the Future Ready Skills Assessment is also the mechanism by which the student will receive credit for completing the experience.**

| Collaboration | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|--|-------------------|----------|---------|-------|----------------|
| Contributes to the work of the team and supports others | | | | | |
| Actively looks to resolve areas of disagreement or conflict through discussion | | | | | |

| Communication | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|---|-------------------|----------|---------|-------|----------------|
| Actively listens to understand and asks clarifying questions | | | | | |
| Presents information in an organized manner that serves purpose of message, context, and audience | | | | | |

| Problem Solving | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|--|-------------------|----------|---------|-------|----------------|
| Unpacks problems into manageable parts | | | | | |
| Generates multiple potential solutions to problems using relevant and factual information to guide decisions | | | | | |
| Identifies new and more effective ways to solve problems | | | | | |

| Initiative & Self-Direction | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|---|-------------------|----------|---------|-------|----------------|
| Demonstrates receptiveness to performance feedback and adapts appropriately | | | | | |
| Stays calm, clear-headed, and unflappable under stress | | | | | |
| Works independently and seeks out information to complete tasks | | | | | |

Future Ready Skills Assessment



| Social Awareness | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|--|-------------------|----------|---------|-------|----------------|
| Takes responsibility for one's own actions and does not blame others | | | | | |
| Demonstrates awareness of social and ethical situations | | | | | |
| Considers the feelings and needs of others when making decisions or performing tasks | | | | | |

| Planning For Success | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|---|-------------------|----------|---------|-------|----------------|
| Manages time well and does not procrastinate, getting work done on time | | | | | |
| Arrives on time and is rarely absent without cause | | | | | |

| Hireability | Yes | No |
|---|-----|----|
| I am willing to serve as a reference for future opportunities | | |
| Based on your assessment the student's overall career readiness level is: | | |

A student's career readiness level is calculated based on the average rating of each skill statement. The levels are:

- Strongly Disagree: Room for Growth
- Disagree: Emerging
- Neutral: Moderate
- Agree: Skilled
- Strongly Agree: Expert

This rating doesn't affect the student's completion of the experience and is meant to give them a summary of their skill level.

PART 2: POSITION-SPECIFIC SKILLS

List one to three position-specific skills of particular significance in your industry, occupation, workplace, or project that the student was clearly expected to demonstrate during the experience. Examples could include programming, coding, or project management. Please do not repeat the skills already assessed. This is **optional**.

| Skill | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|-------|-------------------|----------|---------|-------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |

PART 3: KEY STRENGTH AND OPPORTUNITY FOR GROWTH

Key Strength: Everyone has at least one. Tell the student about a key strength they demonstrated or leveraged. Keep your answer text message sized.

Opportunity for Growth: Tell the student an area where they can further develop their skills and/or knowledge. Keep your answer text message sized.

Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).¹

Background

The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

The Test for Unpaid Interns and Students

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.² In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

Courts have described the “primary beneficiary test” as a flexible test, and no single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.

If analysis of these circumstances reveals that an intern or student is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA. On the other hand, if the analysis confirms that the intern or student is not an employee, then he or she is not entitled to either minimum wage or overtime pay under the FLSA.

Where to Obtain Additional Information

This publication is for general information and is not a regulation. For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

Footnotes

1 - The FLSA exempts certain people who volunteer to perform services for a state or local government agency or who volunteer for humanitarian purposes for non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation, for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships for public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible.

2 - E.g., Benjamin v. B & H Educ., Inc., --- F.3d ---, 2017 WL 6460087, at *4-5 (9th Cir. Dec. 19, 2017); Glatt v. Fox Searchlight Pictures, Inc., 811 F.3d 528, 536-37 (2d Cir. 2016); Schumann v. Collier Anesthesia, P.A., 803 F.3d 1199, 1211-12 (11th Cir. 2015); see also Walling v. Portland Terminal Co., 330 U.S. 148, 152-53 (1947); Solis v. Laurelbrook Sanitarium & Sch., Inc., 642 F.3d 518, 529 (6th Cir. 2011).

PROVISIONS OF THE FLORIDA AND FEDERAL CHILD LABOR LAWS

The employer is responsible for ensuring that minor employees work the proper hours in nonhazardous occupations in accordance with the Florida and Federal Child Labor Laws.

PROOF OF AGE

The employer must obtain and keep on file proof of the student's age. Any of the following documents may be used to constitute proof of age: an age certificate issued by the Miami-Dade County School Board, or a photocopy of either the student's birth certificate, driver's license, passport, or visa which indicates the student's birth date.

EXTENDED HOURS OF EMPLOYMENT ELIGIBILITY FOR COOPERATIVE EDUCATION STUDENTS

MINORS 14 AND 15 YEARS OF AGE

Minors 14 and 15 years of age shall not be permitted to work: (1) for more than 6 consecutive days per week; (2) for more than 23 hours per week when school is in session; (3) for more than 40 hours per week during summer vacation; (4) for more than 3 hours a day when school is scheduled the following day up to 8 hours if school is not scheduled the next day; (5) before 7:00a.m. or after 7:00p.m. during the school year; and (6) before 7:00a.m. or after 9:00 p.m. during holidays and summer vacation.

MINORS 16 AND 17 YEARS OF AGE

Minors 16 and 17 years of age shall not be permitted to work: (1) for more than 6 consecutive days a week, (2) for more than 8 hours a day during the regular school year, and (3) before 6:30 a.m. or after 11:00 p.m. when school is scheduled the following day. During holidays and summer vacation, no restrictions on hours apply.

Extended hours of employment eligibility for CTE cooperative education students 16 and 17 years of age: Pursuant to Chapter 450, Part I. of the Florida Statutes (Child Labor Law), the student-trainee listed on this training agreement is enrolled in a CTE cooperative education program and is authorized to work (40) hours per week (Monday through Friday when school is in session) as indicated in this student's training agreement.

RESTRICTED/HAZARDOUS OCCUPATIONS The State of Florida has incorporated the 17 Hazardous Occupations (H0s) of the FLSA into the Florida law and Child Labor Rule.

No minor under 18 years of age may work in the following occupations or use related equipment listed below:

- Working in or around explosives or radioactive substances
- Operating Motor vehicles
- Logging or sawmilling
- Operating power-driven meat processing machines to include meat and vegetable slicers; slaughtering, meat packing, processing or rendering
- Working on any scaffolding, roofs or ladders above 6 feet; roofing
- Wrecking, demolition or excavation
- Mining occupations
- Operating power-driven bakery; metal-forming, punching, and shearing machines; wood-working, paper products or hoisting machines
- Manufacturing brick and tile products
- Operating circular saws, band saws, & guillotine shears
- Working with compressed gases exceeding 40 p.s.i.
- Working in or around toxic substances, corrosives or pesticides
- Firefighting
- Working with electrical apparatus or wiring
- Operating or assisting to operate tractors over 20 PTO horsepower, forklifts, earthmoving equipment, any harvesting, planting, or plowing machinery or any moving machinery

PROVISIONS OF THE FLORIDA AND FEDERAL CHILD LABOR LAWS (Cont.)

MINORS 14 and 15 years of age are prohibited from the following occupations and use of equipment listed below:

- Operating any power-driven machinery other than office machines, including all power mowers and cutters
- Maintaining or repairing an establishment, machines, or equipment
- Working in freezers or meat coolers
- Operating, setting up, adjusting, or cleaning power-driven meat or vegetable slicers, grinders, food choppers, and cutters, and bakery-type mixers
- Operating motor vehicles
- Manufacturing, mining, or processing occupations where goods are manufactured, mined, or processed
- Cooking (some exceptions apply) & baking
- Working in occupations in Transportation, Warehouse & Storage, Communications, and Construction (except clerical); boiler or engine rooms
- Loading and unloading trucks
- Working in public messenger services
- Handling certain dangerous animals
- Conducting door-to-door sales of products as employment (some exceptions)
- Spray painting

ALCOHOLIC BEVERAGE LAW: (562.13 FS) Florida Hospitality Law

No person under 18 years of age, regardless of marital status, may be employed in or about any place where alcoholic beverages are manufactured or sold for retail, except: when sold for consumption off the premises, such as in grocery stores, drug stores, automobile service stations, and restaurants that have only take-out products; hotel/motel employees engaged in work apart from the area where alcoholic beverages are sold and consumed. Exception: Minors in the 10th, 11th, and 12th grades, 16 years old in the 9th grade, enrolled in a CTE cooperative education class, may work where alcoholic beverages are consumed provided they do not participate in the preparation, serving, delivery, or sale of the item. Minors are allowed to work as cashiers in stores and restaurants provided they do not physically take the orders, prepare, or deliver the alcoholic beverages.





CHILD LABOR LAWS

The State of Florida and the Federal Fair Labor Standards Act (FLSA)

Protecting the Health, Education and Welfare of Minors in the Workplace.

This chart summarizes the child labor laws of the State of Florida and the Federal Fair Labor Standards Act (FLSA).

The stricter provisions must be observed and are denoted by bold lettering. *The Federal law in italics.*

SCHOOL ATTENDANCE

Florida: May NOT work during school hours unless they meet a criterion of the Hour Restrictions listed below. *FLSA: No limitations.*

Florida & FLSA: May not work during school hours (some exceptions apply).

PERMITS TO WORK HOURS OF WORK, WHEN SCHOOL IS IN SESSION

Florida: May work up to 30 hours per week. Not before 6:30 a.m. or later than 11 p.m. and for no more than 8 hours a day when school is scheduled the following day. On days when school does not follow, there are no hour restrictions.

Florida: May work up to 15 hours per week. Not before 7 a.m. or after 7 p.m. and for no more than 3 hours a day on school days, when a school day follows. May work up to 8 hours on Friday, Saturday, Sunday, and on non-school days, when school days do not follow, until 9 p.m. *FLSA: Daily maximum of 3 hrs. on school days, 8 hours non-school days; weekly maximum is 18 hours; not before 7 a.m. or after 7 p.m. Note: Application of both state and federal law allows this age group to work up to 8 hours on Saturday, Sunday and non-school days, when school days do not follow, until 7 p.m.*

HOURS OF WORK, WHEN SCHOOL IS IN SESSION (summer vacation; winter, spring breaks)

Florida: No Limitations *FLSA: No limitations.*
Note: Hazardous occupations still apply for minors.

Florida: May work up to 8 hrs. per day and up to 40 hrs. per week; may not work before 7 a.m. or after 9 p.m. *FLSA: May work up to 8 hrs. per day and up to 40 hrs. per week. Work must be performed between 7 a.m. and 7 p.m.; from June 1 to Labor Day may work until 9 p.m.*

DAYS PER WEEK BREAKS

Florida: No more than 6 consecutive days in any one week. *FLSA: No limitations.*
Florida: Minors may work no more than 4 consecutive hours without a 30 minute uninterrupted break. *FLSA: No limitations.*

AGRICULTURE

Florida: Minors participating in farm work, not on their parents or guardian's farm, must comply with the same restrictions as in other work. *FLSA: No limitations.*

FLSA: No employment permitted during school hours. May work after school in occupations not declared hazardous in agriculture. See Child Labor Bulletin 102. (Exception: 12 and 13 year-olds may be employed with written parental consent or on a farm where the minor's parent is also employed; minors under 12 may be employed with written parental consent on farms where employees are exempt from the Federal minimum wage provisions.)

RESTRICTED OCCUPATIONS The State of Florida has incorporated the 17 Hazardous Occupations (HOs) of the FLSA into the Florida law and Child Labor Rule. For more info on HOs, contact the U.S. Department of Labor, Wage and Hour Division. This poster represents a combination of those laws with an ** annotating Florida law "only."

Minors under the age of 18 may not work in below occupations:

- Working in or around explosives or radioactive substances
- Operating Motor vehicles
- Logging or sawmilling
- Operating power-driven meat processing machines to include meat and vegetable slicers; slaughtering, meat packing, processing or rendering
- Working on any scaffolding, roofs or ladders above 6 feet; roofing
- Wrecking, demolition or excavation
- Mining occupations
- Operating power-driven bakery; metal-forming, punching, and shearing machines; woodworking, paper products or hoisting machines
- Manufacturing brick and tile products
- Operating circular saws, band saws, & guillotine shears
- ** Working with compressed gases exceeding 40 p.s.i.
- ** Working in or around toxic substances, corrosives or pesticides
- ** Firefighting
- ** Working with electrical apparatus or wiring
- ** Operating or assisting to operate tractors over 20 PTO horsepower, forklifts, earthmoving equipment, any harvesting, planting, or plowing machinery or any moving machinery

Minors 14 and 15 may not work in these occupations:

- Operating any power-driven machinery other than office machines, including all power mowers and cutters
- Maintaining or repairing an establishment, machines, or equipment
- Working in freezers or meat coolers
- Operating, setting up, adjusting, or cleaning power-driven meat or vegetable slicers, grinders, food choppers, and cutters, and bakery-type mixers
- Operating motor vehicles
- Manufacturing, mining, or processing occupations where goods are manufactured, mined, or processed
- Cooking (some exceptions apply) & baking
- Working in occupations in Transportation, Warehouse & Storage, Communications, and Construction (except clerical); boiler or engine rooms
- Loading and unloading trucks
- Working in public messenger services
- ** Handling certain dangerous animals
- ** Conducting door-to-door sales of products as employment (some exceptions)
- ** Spray painting

EXEMPTIONS

Hour Restrictions – (from hour restrictions only; hazard restrictions still apply until 18 yrs.)

- Minors who hold waivers from a public school or Child Labor Compliance
- Minors who have been married
- Minors who have either graduated from an accredited high school, or hold a high school equivalency diploma
- Minors who have served in the U.S. Armed Forces
- Minors who are enrolled in high school work programs

Age Restrictions — (from age requirements; hazard restrictions still apply)

- Minors who work for their parents in occupations not declared hazardous
- Pages in the Florida legislature
- Newspaper delivery (10 years old)
- Minors in the entertainment industry registered with Child Labor Compliance

A court may authorize an exemption from age and hour restrictions.

PARTIAL WAIVERS The Florida Child Labor law is designed to serve and protect minors and encourage them to remain in school. At times, some minors may feel that the law conflicts with their best interest or their life circumstances; therefore, they have the right to request an exemption from the law. If a minor is attending the K-12 public school, a waiver may be obtained and granted by the local school district. All other minors may request an application by contacting the Department of Business and Professional Child Labor Program. Waiver applications are reviewed and granted on a case by case basis. To qualify, applicants must demonstrate that certain requirements of Florida law need to be waived. Employers must keep a copy of partial waivers of employed minors.

PENALTIES Florida: Employment of minors in violation of Florida Child Labor laws may result in fines up to \$2,500 per offense and/or be guilty of a second degree misdemeanor. **FLSA: Maximum fines up to \$11,000 per minor / per violation.**

WORKERS' COMPENSATION Florida: If an injured minor is employed in violation of any provisions of the Child Labor laws of Florida, an employer may be subject to up to double the compensation otherwise payable under Florida Workers' Compensation law.

POSTING REQUIREMENTS Florida: All employers of minors must post in a conspicuous place on the property or place of employment, where it may be easily read, a poster notifying minors of the Child Labor laws.

For information on Florida laws contact:

Florida Department of Business and Professional Regulation • Child Labor Program
2601 Blair Stone Road • Tallahassee, FL 32399-2212 • Telephone 850.488.3131; Toll-Free 1.800.226.2536 • www.myfloridalicense.com

For information on Federal laws contact:

U.S. Department of Labor, Wage & Hour Division, listed in the telephone directory under U.S. Government; www.dol.gov/claws/flsa.htm.

Florida Department of Business and Professional Regulation and the United States Department of Labor
"Working Together for Florida's Workforce"



MIAMI-DADE COUNTY PUBLIC SCHOOLS 2024 Summer Youth Internship Program (SYIP), July 1 through August 5 (tentative) 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, Career Source South Florida, and EdFed - The 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 or Charter Schools. Students must be eligible to work, reside in Miami-Dade County, open an account with the EdFed - The 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 17, 2024. The deadline to complete all eligibility documents and opening a EdFed - The Educational Credit Union account is Friday, May 24, 2024. The SYIP requires completion of 150 hours during the five-week period, July 1 – August 5, 2024 (tentative).
- How do students enroll?
A student must first complete the online pre-internship course and submit required completed documentation to the School Champion. Parents and students can contact the Internship Hotline (305-693-3005) to find out more about enrollment and their School 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 Miamiinterns.org (opening April 1, 2024 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 24, 2024, 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 EdFed - The Educational Federal Credit Union. Students will receive two (2) payments directly deposited into their EdFed - The Educational Federal Credit Union, the ONLY Financial Institution of the SYIP Program, account:

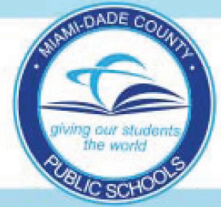
 - 1st payment of \$750.00 – Thursday, July 18, 2024
 - 2nd payment of \$750.00 – Thursday, August 8, 2024

Students must open their credit union accounts by Friday, May 24, 2024, 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, 2024 (tentative).
- 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



INTERNSHIP PROVIDER TIPS FOR CONDUCTING AN ONLINE INTERVIEW



TEST YOUR EQUIPMENT

- Before each video call, test your camera, microphone and sound to prevent any potential technical problems that could occur during the interview. Establish a location with good lighting and minimized distractions.

PREPARE YOUR QUESTIONS

- Structure your call to ensure that you achieve your objectives.
- Is there a specific skill set or background you're looking for
- Do you want to provide questions ahead of time to allow job seekers the opportunity to craft well-thought-out answers?
- Do you want to test their agile thinking abilities with on-the-spot questions?

MAKE A GOOD IMPRESSION

- Make the online interview process as easy as possible for interns.
- Being on time, dressing professional, maintaining eye contact and giving someone your full attention also applies to employers.
- Prepare for possible questions surrounding COVID-19 during online interviews. Health and safety are expected to be top priorities internship providers should be ready to vocalize their organization's response to this health crisis and what protections interns can expect if hired.

REVIEW TECHNOLOGY REQUIREMENTS





MIAMI DADE COUNTY PUBLIC SCHOOLS
Department of Career and Technical Education
Summer Youth Internship Program



Sample
Remote Internship Project Plan Template

Company: *Company A*

Worksite Supervisor Information

Name: *First Last*

Email: fristlast@gmail.com

Contact #: *xxx-xxx-xxxx*

Project Plan Title: *Building an Effective Social Media Platform and Online Presence for a Small Business*

Project overview and background: *Company A currently manages social media sites in-house and in a spontaneous manner. They cannot always keep up with the latest trends in advertising and marketing on the most popular social media platforms. In order for Company A to continue to appeal to the growing online marketplace, they need to better understand where they rank compared to their competitors.*

Project description: *To provide an exploration of Company A’s social media platforms and brand awareness by using various tools and modern research. Design and implement a plan for increased social media presence. Create a tutorial to demonstrate how to capitalize on social media tools for increased outreach (including both target markets and general markets).*

Project Deliverables: *Provide clear information on how interns are to deliver the project of value – specify deliverable due dates.*

- *This indicates what the intern should produce by the end of each week (or deadline prescribed)*
- *Please outline using the Weekly Project Deliverables and Complete Internship Project Plan tables*

Weekly Project Deliverables:

| | Weekly Focus/Content | Weekly Project Deliverable(s) |
|--------|--|--|
| Week 1 | Research Company A social media sites | Capture findings and detail observations. |
| Week 2 | Audit social media sites | Gather list of competitors and list pros/cons of each, then compare the companies with a Venn diagram or other visual. |
| Week 3 | Compare sites to competitors Conduct surveys and collect public opinions Conduct surveys and collect user feedback | Conduct surveys and find a pattern. Put together a strategy and rationale of how to optimize Company A’s social media. |
| Week 4 | Provide recommendations for increased brand awareness and social media site enhancement | Create an alternate account on FB/Instagram/Twitter for Company A and present to owner and mentors with ideas/innovation. Post on these social media accounts. |
| Week 5 | Prepare slide deck for presentation | Present tutorial and findings in virtual presentation. |

Anti-Discrimination Policy

Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

Miami-Dade Public Office of Civil Rights Compliance (CRC)

Executive Director/Title IX Coordinator

155 N.E. 15th Street, Suite P104E

Miami, Florida 33132

Phone: (305) 995-1580 TDD: (305) 995-2400

Email: crc@dadeschools.net Website: <http://crc.dadeschools.net>