



**MAST @ FIU**

Biscayne Bay Campus

**Internship Program  
Handbook  
2015-2016**

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# Introduction

Students enrolled in the MAST@FIU Biscayne Bay Campus (BBC) Internship Program are afforded the opportunity to be paired with community professional through a community-based internship to gain professional experience and first-hand knowledge in their intended collegiate field of study. Enthusiastic mentors participate in the program and share their time and talents so that interns will have meaningful, career-related experiences. Activities include investigations, presentations, research projects, and program designs.

Upon acceptance into the program, a placement is arranged based on the student's interests, abilities, and transportation needs. During a preliminary interview, students and mentors discuss the activities involved in the internship in order to determine appropriateness of the placement. Mentors assess the student's performance at the internship site.

The MAST@FIU BBC Internship Program is an elective course which can be taken for one credit; a local honors point is awarded. Students generally do not receive pay during their internship because they are earning high school credit for their work at the internship site. Students must apply for the Internship Program by the application deadline.

Any student interested in applying to the MAST@FIU BBC Internship Program must meet the following qualifications:

- Must be in eleventh or twelfth grade
- Must have parental consent
- Must have a means of transportation to and from the internship site
- Must have accident insurance
- Must completed and submit an application prior to the deadline

The school counselor acts as the contact person and liaison for the Internship Program. For more information, please contact the school counselor, Ms. Melissa Basti at 3000 NE 151 Street, AC1 395, North Miami, FL 33181, Tel: (305) 919-4451, email: [mbasti@dadeschools.net](mailto:mbasti@dadeschools.net).

## **IMPORTANT INFORMATION:**

This guide is intended for informational purposes only. All students who wish to participate in the Internship Program must comply with the Internship Program requirements that are posted at the following website: <http://www.engagemiamidade.net/#>. Representatives for the program may be contacted by telephone at (305) 995-3050 or (305) 995-7087 or by email at [Internships@dadeschools.net](mailto:Internships@dadeschools.net).

# General Information

## Credits

- To receive full credit for the MAST@FIU Biscayne Bay Campus Internship Program course, students must spend the required hours at their internship site and must complete all required assignments. Students must complete a minimum of 175 hours by the end of the program.

## Attendance

- The internship student confers with his/her mentor to establish a convenient time schedule. Mentors and students are asked to be flexible. The schedule may need to be adjusted as circumstances change. The schedule must indicate the days of the week and the hours that the student will be at their internship site. All Internship students must submit their Schedule of Proposed Internship Activities to the school counselor on or before the deadline stated in the Program Calendar. Students are expected to adhere to the schedule they have developed with their mentor. If it becomes necessary to change the schedule that was submitted, the student must submit a revised schedule to the school counselor.
- Students may not remain at their internship site after sundown unless they have express permission from their mentor and their parent or guardian. Students usually complete their hours during weekdays.
- Regular attendance and punctuality are critical. Students should not miss scheduled days at their internship site, and should always arrive on time. If a scheduled day must be missed due to an excused absence\*, the student must inform the mentor and mutually determine an appropriate time to make up the missed hours. Students may do this by attending their internship on a day not regularly scheduled or by staying longer on days that are regularly scheduled. All make-up hours must be scheduled with the approval of the mentor. The student must notify the mentor prior to any absence or late arrival to their internship site. Failure to do so will affect the student's grade.
- Students are not required to attend their scheduled internship day if it falls on a holiday. However, the student may attend on a holiday if prior arrangements have been made with the mentor.
- During an extended illness or absence, the student and mentor may make alternative arrangements. Students must notify the school counselor regarding any changes in their schedule and/or outline of proposed internship activities.
- For the student, experience, knowledge and course credit are benefits of the Internship Program. Monetary compensation is allowed, but should not be expected. Time spent at the internship site may not be counted as volunteer or community service hours, unless special arrangements are made to acquire those hours after the internship requirement is fulfilled.

\*Miami-Dade County Public School's definition of excused absences include student illness, death in the family, observance of religious holiday, or attendance at a school-sponsored event with prior approval by mentor.

## Grades

- Successful completion of all requirements on or before deadlines is imperative. Requirement deadlines are listed in the Program Calendar.
- The final grade for interns is based on a combination of the student's performance at their placement site and completion of required assignments. Fifty percent of the grade is determined by the mentor and is based on criteria such as student attendance, interest level, motivation, reliability, thoroughness, and progress made towards the development of projects. The remaining fifty percent is determined by the school counselor and is based on required assignments.
- A Grade Report is included in this handbook. Mentors are asked to indicate the student's grade, effort and conduct, based on the criteria listed on the Grade Report. Please email completed Grade Reports to the school counselor by the deadlines indicated in the Program Calendar.
- If a student is not fulfilling his/her responsibilities or is not attending regularly, please email the school counselor at once so that the situation can be rectified. It is vital that the school counselor be advised of any breach of student responsibility. Miami-Dade County Public School policy requires that parent or guardian be notified in writing any time a student is in danger of receiving a grade of "D" or "F" in a course.

## Internship Reporting Logs

- Students are required to maintain a daily log of their hours and a description of their activities throughout their internship. A copy of the Reporting Log is included as part of this manual and may be duplicated as necessary. The log is to be an accurate reflection of the days and hours spent at the internship site. It is the student's responsibility to ensure that the log is initialed daily and signed by the mentor at the conclusion of the internship. Students are required to submit their log(s) as directed by the school counselor by the deadlines indicated in the Program Calendar.

## Additional Information

- Students should give their mentor the names and telephone numbers of their parents or guardians in case of emergency. Parent or guardian home, work, and cellular phone numbers should be provided.
- Students are to ensure that the mentor or designated person at the placement site knows where they are located at all times during their schedule at the internship site.
- Students should ask their mentor as to whether there are specific clothing requirements and/or limitations associated with their work at the internship site.

- Students should refer to their Program Calendar often. Additional instructions and information are found there. Students are responsible for all information in this handbook and on the Program Calendar, as well as any information found in any other document sent or given to them by the school counselor. Students are also responsible for any information given to them by their mentor, and for following internship site regulations.
- To receive credit for the internship course, in addition to satisfying the required hours, students must complete all assignments relating to the program. Refer to the Program Requirements for further details.

# Program Requirements

The Internship Program is designed to introduce or extend a student's awareness and knowledge of a particular career interest. Participation in the program requires commitment and dedication on the part of the student to fully appreciate the opportunity provided by the internship mentor and his or her respective organization. The program requires the student to accomplish numerous activities as presented below:

1. **Proposed Internship Activities:** This is a description of the focus and types of activities that the student and mentor have planned for the entire mentorship. It is to be completed on the Time Schedule of Proposed Activities form. See Program Calendar for due date.
2. **Journal Entries:** Students will reflect on their internship experience in four blog entries. Blog entry prompts will be provided; each entry must be at least 250 words in length. A total of four entries are required. Photos that document the internship experience will also be required. Entries must be submitted to the school counselor in the manner requested by the date specified in the Calendar of Events.
3. **Career Focus Presentation:** Students will prepare and deliver a ten minute PowerPoint presentation as directed by the school counselor. This presentation must highlight some aspect of the work the student performed during the internship. Photos that document the internship experience are required. Stock photos or cartoons are not accepted. Presentation techniques emphasized across the school's curriculum must be employed. Presentations must be comprehensive, high interest, grammatically correct and visually appealing. A grading rubric for the project may be found in this handbook.
4. **Internship Reporting Log:** Logs must be initialed and signed by mentor as specified on the form and submitted to the school counselor in the manner requested by the date specified in the Program Calendar of Events.
5. **Conditions and Caveats:** Students must understand that the Internship commitment is for the entire school year. Student cannot intern with a family member or in a home-based business. Transportation difficulties cannot be an excuse to exit the program. Confirm transportation prior to committing to the program.

Once you are accepted into the program you will receive a Student Placement Form (SPDF). Use information on this form to contact your internship provider and set up an interview. The SPDF must be returned to the office immediately after interview with internship provider. Any changes in internship provider or student contact information must be communicated to the Office of Community Engagement immediately and a new Student Placement Form (SPDF) must be completed.

Additional information about Miami-Dade County Public Schools Internship Program is available at <http://www.engagemiamidade.net/#>.

# Career Focus Presentation

## Evaluation Rubric

	<b>EXCELLENT (4 points)</b>	<b>GOOD (3 points)</b>	<b>SATISFACTORY (2 points)</b>	<b>NEEDS IMPROVEMENT (1 point)</b>
<b>KNOWLEDGE OF SUBJECT MATTER</b>	<ul style="list-style-type: none"> <li>• Subject knowledge is evident throughout the project.</li> <li>• Information is clear, appropriate, and accurate.</li> <li>• Conventions of grammar and spelling are followed carefully.</li> </ul>	<ul style="list-style-type: none"> <li>• Subject knowledge is evident in much of the project.</li> <li>• Most information is clear, appropriate, and accurate.</li> <li>• Minor spelling and/or grammar errors are evident.</li> </ul>	<ul style="list-style-type: none"> <li>• Some subject knowledge is evident.</li> <li>• Some Information is confusing, incorrect, or flawed</li> <li>• More than 2 grammar and/or spelling errors are evident.</li> </ul>	<ul style="list-style-type: none"> <li>• Subject knowledge is not evident.</li> <li>• Information is confusing, incorrect, or flawed.</li> <li>• Numerous problems with grammar and/or spelling errors are evident.</li> </ul>
<b>ORGANIZATION</b>	<ul style="list-style-type: none"> <li>• The sequence of information is logical and intuitive with a clearly defined beginning, middle, and end.</li> </ul>	<ul style="list-style-type: none"> <li>• The sequence of information is logical but audience needs or expectations might dictate a better opening or closing.</li> </ul>	<ul style="list-style-type: none"> <li>• The sequence of information is somewhat logical but multiple slides, photos are out of place.</li> </ul>	<ul style="list-style-type: none"> <li>• The sequence of information is not logical.</li> </ul>
<b>ORIGINALITY</b>	<ul style="list-style-type: none"> <li>• The project shows significant evidence of originality and inventiveness.</li> <li>• The majority of the content and many of the ideas are fresh, original, and inventive.</li> </ul>	<ul style="list-style-type: none"> <li>• The project shows some evidence of originality and inventiveness</li> </ul>	<ul style="list-style-type: none"> <li>• The work is unimaginative in terms of content, design and images.</li> <li>• There is little evidence of careful planning or attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>• The work shows minimal effort in terms of content, design, images.</li> <li>• No evidence of planning or attention to detail.</li> </ul>
<b>TECHNICAL SKILL</b>	<ul style="list-style-type: none"> <li>• Project runs smoothly.</li> <li>• There are no preventable problems with opening presentation or sound.</li> <li>• Project is appropriate length.</li> </ul>	<ul style="list-style-type: none"> <li>• Project runs adequately with minor technical problems. Presentation does not meet time requirement by 1-2 minutes.</li> </ul>	<ul style="list-style-type: none"> <li>• Project runs minimally. There are many technical problems when viewing the project. Presentation does not meet time requirement by 1-4 minutes.</li> </ul>	<ul style="list-style-type: none"> <li>• Project does not run satisfactorily.</li> <li>• There are too many technical problems to view the project.</li> <li>• Presentation is significantly under minimum time requirement more than 4 minutes.</li> </ul>



# Grade Report

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Mentor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

ACADEMIC GRADE	MAXIMUM POINTS	POINTS EARNED
Attendance, punctuality and communication	40	
Meets deadline and responsibilities as assigned	60	
<b>Grading Scale:</b> 90-100 points=A, 80-89 points=B, 70-79 points=C, 60-69 points=D, 0-59=F	<b>Academic Grade</b>	

EFFORT GRADE		
<b>Grading Scale:</b> Outstanding Effort=1, Satisfactory Effort=2, Insufficient Effort=3	<b>Effort Grade</b>	

CONDUCT GRADE		
<b>Grading Scale:</b> Excellent Conduct=A, Good Conduct=B, Satisfactory Conduct=C, Conduct Needs Improvement=D, Unsatisfactory Conduct=F	<b>Conduct Grade</b>	

**COMMENTS:**

\_\_\_\_\_  
Signature of Mentor

\_\_\_\_\_  
Date

# Calendar of Events

<b>DATE</b>	<b>ACTIVITY OR REQUIRED SUBMISSION</b>	<b>PERSON RESPONSIBLE</b>
08/24/15	Orientation Meeting	Intern
08/27/15	Deadline for submission of all required paperwork for participation in Internship Program	Intern
10/09/15	Deadline for electronic submission of 1 <sup>st</sup> quarter Internship Reporting Log	Intern
10/12/15	Deadline for electronic submission of 1 <sup>st</sup> quarter Journal Report	Intern
10/29/15	Deadline for electronic submission of 1 <sup>st</sup> quarter Grade Report	Mentor
01/04/16	Deadline for electronic submission of 2 <sup>nd</sup> quarter Internship Reporting Log	Intern
01/07/16	Deadline for electronic submission of 2 <sup>nd</sup> quarter Journal Report	Intern
01/22/16	Deadline for electronic submission of 2 <sup>nd</sup> quarter Grade Report	Mentor
03/11/16	Deadline for electronic submission of 3 <sup>rd</sup> quarter Internship Reporting Log	Intern
03/14/16	Deadline for electronic submission of 3 <sup>rd</sup> quarter Journal Report	Intern
04/07/16	Deadline for electronic submission of 3 <sup>rd</sup> quarter Grade Report	Mentor
05/20/16	Deadline for electronic submission of 4 <sup>th</sup> quarter Internship Reporting Log	Intern
05/23/16	Deadline for electronic submission of 4 <sup>th</sup> quarter Journal Report	Intern
05/31/16	Deadline for electronic submission of Career Focus Presentation	Intern
06/03/16	Deadline for electronic submission of 4 <sup>th</sup> quarter Grade Report	Mentor

## **CIVIL RIGHTS COMPLIANCE**

The Board will enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. The Board shall maintain an educational and work environment free from all forms of discrimination/harassment, which includes Title IX of the Education Amendments of 1972. Please refer to <http://www.dadeschools.net/schoolboard/rules/> for more information.

Questions, complaints or requests for additional information regarding discrimination or harassment may be sent to: Executive Director, Civil Rights Compliance Office, 155 N.E. 15th Street, Suite 104E, Miami, Florida 33132, PH: 305-995-1580. Please visit <http://crc.dadeschools.net/contact.asp> for additional contact information. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.