



**Monroe Occupation and Vocational Experiences**

**Internship Provider Handbook**

**2022-2023**

**THE SCHOOL BOARD OF MONROE COUNTY, FLORIDA  
SUPERINTENDENT  
Theresa Axford**

**BOARD MEMBERS**  
Bobby Highsmith  
Mindy Conn  
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### 2022-2023 Program Timeline

May through August 31st: Student and Corporate Partner Registration and Approval

August 31st Deadline: Partner job postings to be entered for students for the 2022-2023 school year

August 23rd through August 31st: Student Applications/Placement Interviews

September 7th Deadline: Placement of students is finalized

September 5-16th: Students report to placement site

**\*INTERNSHIP PROVIDER REGISTRATION IS ONGOING THROUGHOUT THE YEAR**

#### Career and Technical Education Department Contact Information

**Caroline Bleske, CTE Coordinator**  
305-293-1400 x 53389  
[Caroline.Bleske@KeysSchools.com](mailto:Caroline.Bleske@KeysSchools.com)

**Deanna Martinez, CTE Specialist**  
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#### School Internship Coordinators

**Key West High School**  
**Melissa Alsobrooks, Assistant Principal**  
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**Kay Mackenzie, Counselor**  
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**Marathon High School**  
**Cathy Grostefan, Counselor**  
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**Dawn Michelini, Counselor**  
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## **Your Role as an Internship Provider**

Thank you for your interest in becoming a Monroe Occupation and Vocational Experiences (MOVE) provider to a Monroe County Public Schools junior or senior. MOVE Corporate Partners are professional mentors who offer time and talents to high school student interns by providing meaningful, career-related experiences. The objective is to show interns what it takes to be successful in that particular career field.

As an internship provider you facilitate the environment that enables the interns to learn valuable, lifelong skills including:

- Developing and measuring achievable short-term and long-term goals
- Positive values such as working with a team and contributing to others
- Personal and social responsibility, and accountability

**In addition, enabling the intern to become an impactful member of your team may provide your workplace with a new, fresh approach. As this is a learning internship program, it is intended to provide the intern with a comprehensive understanding of the multiple facets of a workplace, including at its highest levels. The work assigned to an intern should be meaningful and worthwhile. Interns should be compensated based on the agreed upon terms.**

At the end of the academic year, students will be asked to complete a survey evaluating their experience during the internship.

## **Becoming an Internship Provider**

Providers are required to sign a cooperative agreement which outlines the roles and responsibilities. We also encourage you to read this handbook to familiarize yourself with the program. Immediate family members are not permitted to serve as a student's mentor; **In addition, given the circumstance of the COVID-19 pandemic, we ask that virtual internships be an option in replacing in-person internship which must be agreed upon students and providers. However, students may not report in person to a home-based business. The School Board is unaware if an internship provider has taken all mandatory precautions in response to the COVID-19 pandemic. It is incumbent upon both the Internship Provider Company as well as the student to assure that safe practices are followed at all times during the in-person internship.**

**Signing the cooperative agreement does not guarantee an intern will be placed within the positions you have available.**

The cooperative agreement must be completed fully and signed by an authorized representative, as outlined by the Florida Division of Corporations. Please follow the instructions on page 8 of this handbook to execute the agreement.

## Internship Providers Responsibilities

### Interviews and Hiring

MCSD will match corporate partners with qualified student applicants interested in pursuing careers in specific fields. Corporate partners will have the opportunity to interview prospective interns to determine a mutually beneficial match.

### Scheduling

Prior to the beginning of the internship, the student and provider must work together to establish a convenient time schedule for both parties. The school site internship coordinator must also approve of the established schedule. All are asked to be flexible. As situations change, schedules may need to be adjusted. The schedule must indicate the days of the week and specific hours the student will be at the internship site.

### Grade Evaluations

The provider submits quarterly grade evaluations during the internship. The grade evaluation is required for the entire school year and must be submitted directly to the school internship coordinator. Instructions will be provided via email, at least three weeks prior to the due date. Please add [caroline.bleske@keysschools.com](mailto:caroline.bleske@keysschools.com) to your safe sender list to ensure you receive all notifications. You will be asked to evaluate students on:

<b>Attendance</b> -Comes to work on time and does not take excessive leave. Timely notification is given prior to absences.
<b>Attitude and Cooperation</b> -Exhibits a positive attitude and cooperates with work personnel and the public when performing assigned duties and responsibilities.
<b>Safety</b> -Exercises safe work habits and is attentive to unsafe actions or situations.
<b>Quality and Quantity of Work</b> -Completes all assigned duties and responsibilities in a timely, efficient and organized manner.
<b>Communications Skills</b> -Writing and speaking skills are appropriate to the requirements of the internship.
<b>Motivation/Interest Level</b> -Willingness to learn and receptiveness to feedback.

**If at any time, a student is not fulfilling his/her responsibilities or is not attending the internship according to the agreed upon schedule, please notify the Career and Technical Education Department immediately (contact information provided on page 1 of this document).**

### Intern Activities Log Sheets

As an internship provider, you will also be asked to sign log sheets, which will detail your student intern's activities and scheduled hours throughout the internship; The log sheets assist the school site coordinators in verifying the students are completing all required hours and are engaging in meaningful activities. The log sheets may be returned directly to the student.

### Student Emergency Contact Information Form

The student should provide you with an emergency contact form, listing parental and school-site contact information in the event of an emergency. Contact the CTE Department for all non-emergency matters.

### Internship Course Credits

To receive full credit for the MOVE Internship, students must complete the required hours at their internship site and all required assignments.

- For one (1) credit, the minimum number of hours required is five (5) hours per week or forty-five (45) hours per quarter.
- For two (2) credits the student must complete ten (10) hours per week or ninety (90) hours per quarter.

If a student is provided a monetary stipend, all forms should be submitted prior to the student receiving compensation. Should you decide to hire a student for any hours above the five or ten internship credit hours, this would be deemed employment and is outside the scope of the internship program. Time spent at the internship site may not be counted as required community service hours unless special arrangements are made to acquire those hours after the internship requirement is fulfilled.

### Intern Attendance

At the beginning of the internship, the student and provider work together to establish a convenient time schedule for both parties. The school site internship coordinator must also approve of the established schedule. Students may not remain at the internship site after sundown, unless they have written permission from their internship provider and parent/guardian. Students generally complete their hours during the regular school week.

Regular attendance and punctuality are critical. If a scheduled day is missed due to a Monroe County School District (MCSD) excused absence\*, the student must inform the internship provider and both should determine an appropriate time to make up the missed hours. All make-up hours must be scheduled with the approval of the internship provider. The student must notify the internship provider prior to any absence or late arrival to their internship site; Failure to do so will affect the student's grade. (Does not apply to virtual internships. Only in-person internships)

Students are **not** required to attend their scheduled internship day if it falls on a teacher planning day or holiday. (As outlined in the program calendar at the end of this handbook.) In the event of an extended illness or absence, the student and internship provider may make alternative arrangements. Students must notify the school internship coordinator of any changes in their schedule and/or outline of proposed internship activities.

\*MCSD excused absences: Student illness, death in the family, observance of religious holiday, or school-sponsored event with prior approval by internship provider.

## Monroe Occupation and Vocational Experiences Student Employee/ Employer Site Training Agreement

*Please Print All Information. (Copies will be available upon request after all signatures are obtained).*

Student Name \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Workplace \_\_\_\_\_  
 Name of Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Work Start Date \_\_\_\_\_ Hourly Wage \_\_\_\_\_ Hours Worked per Week \_\_\_\_\_

The student enters this program to learn as much as possible from the employer in the areas of job information, job skills, job readiness, pertinent employee relations and acceptable work environment attitudes. The employer will determine the pay and hours student will earn and work. To earn school credit, the student must log a minimum of 5 verified working hours weekly per scheduled MOVE class period. Training will be provided in accordance with the following conditions:

**The Employer Agrees To:**

1. Pay the student the same rate as any other beginning employee in the same job.
2. Provide student with training and a variety of work experience in accordance with the Training Plan.
3. Provide instruction in safe and correct procedures and supervise the student's work.
4. Work with the teacher to ensure the best possible training.
5. Evaluate the student's performance on a regular basis as outlined in the MOVE Internship provider handbook.
6. Consult and notify the MOVE program administrator of dismissal or layoff is anticipated.
7. Conference with the MOVE program administrator about unsatisfactory situations to avoid dismissals.
8. Permit the Teacher to regularly review the progress of the student.
9. Provide coverage for the student under Worker's Compensation Act and honor all applicable provisions of the Child Labor Laws of the State of Florida, the Federal Fair Labor Standards Act (FLSA) and Federal Child Labor Regulations: Title 29, Part 570.
10. Attend Employer Appreciation activity if applicable.

**The Student Agrees To:**

1. Work for the employer in order to receive training and experience.
2. Demonstrate an interest in the job, a willingness to learn, a cooperative attitude, honesty, punctuality, courteousness and adhere to proper health, grooming habits and dress.
3. Adhere to all rules and regulations of the business and act in an ethical manner.
4. Maintain regular attendance at school and on the job. On the job attendance includes days school is not in session.
5. Inform the employer and Teacher in the event of illness of emergency that prevents attendance to school and to the job. The student cannot receive credit for work on the days when absent from school unless previously approved by the program administrator.
6. Develop knowledge and skills necessary to become an effective employee of the business.
7. Be punctual and in attendance at all specified meetings when on the job.
8. Not voluntarily quit or resign a job without previous authorization from the employer and the program administrator.
9. Maintain an accurate daily record of hours worked and money earned. This information must be submitted as outlined in the MOVE Internship provider handbook.
10. Understand that the MOVE program administrator is the recognized authority for making adjustments in the MOVE program. The same principle applies regardless of whether or not the student obtained his/her own employment.

**The MOVE Program Administrator Agrees To:**

1. Hold conferences as needed with the training sponsor to discuss student progress.
2. Offer related instruction in school and coordinate the student's individual MOVE program activities.
3. Counsel the student about work experience.
4. Be available to help with training problems or program changes.
5. Make periodic contacts with and visits to the training site, as needed.

**The Parent/ Guardian Agrees To:**

1. Encourage the student to do well in his/her work experience in accordance with the 10 Habits of Good Workers.
2. Provide transportation for the student to/from work when necessary.
3. Be responsible, along with the student, for the safety and conduct of the student while at or between school-place of employment-and home.

**All Parties Agree To:**

1. Not discriminate in training and/or employment opportunities on the basis of race, religion, gender, origin, or handicap.
2. Not allow the student-learner to engage in prohibited jobs, including but not limited to:  
Occupations Prohibited for All Minors Under 18 (see FL & Federal Child Labor Laws for more specifics for under age 16)
  - Working in occupations involving explosives or radioactive materials
  - Manufacturing brick, tile and like products
  - Logging or sawmilling
  - Slaughtering, meat packing, processing, or rendering of meat
  - Mining occupations
  - Working on any scaffolding, roofs, or ladders above six feet
  - Operating power-driven bakery, metal-forming, woodworking, paper product or hoisting machines
  - Wrecking, demolition or excavation
  - Operating power-driven meat and vegetables slicing machines
  - Operating motor vehicles as drivers or delivery drivers, and serving as outside helpers
  - Operating circular saws, band saws, and guillotine shears
  - \*\* Working with electrical apparatus and wiring
  - \*\* Working with compressed gasses: minors are not allowed to dispense, transport, service, modify, or alter tanks, cylinders, or other equipment used for storing any inert or compound gas, including air, which has been compressed to a pressure that exceeds 40 pounds per square inch (p.s.i.), except that minors who are sixteen (16) years of age or older may fill balloons, and bicycle or car tires (but not truck or heavy equipment), if given proper instruction and the tank or cylinder containing the compressed gas is fixed and secure.
  - \*\*Working in occupations involving toxic substances or corrosives, including pesticides or herbicides, unless proper field entry time allowances have been followed.
  - \*\*Firefighting
  - \*\*Operating or assisting to operate tractors over 20 PTO horsepower, forklifts, earthmoving equipment, and harvesting, planting, or plowing machinery or any moving machinery.

(\*\*) annotates Florida law

3. Follow specific and applicable Child Labor Laws of the State of Florida, the Federal Fair Labor Standards Act (FLSA) and Federal Child Labor Regulations: Title 29, Part 570

The training/employment may be discontinued at any time by any of the signers of this agreement. However, each agrees to notify the other in advance in the event that training/employment is terminated. The teacher will make the final determination concerning credit received and reassignment of the student.

We, the undersigned, agree that we have read and understand the purpose and intent of this Training Agreement.

Student _____	Date _____
Employer _____	Date _____
Parent _____	Date _____
Program Admin _____	Date _____

### **Cooperative Agreement Instructions:**

- Please read this entire handbook.
- Please fill out and sign the Internship Cooperative Agreement on page nine --Company Name, Authorized Signer. This information must MATCH on what is listed on [E-Verify](#) for the company.

Please note, the agreement may ONLY be accepted by an authorized signer listed per the Florida Division of Corporations, as verified through [Sunbiz.org](#).

- The address listed on Sunbiz.org must pertain to a commercial property. If not, please fill out the agreement on page 10 which states students will not report to the residential address.

Scan and email the signed cooperative agreement to [Caroline.Bleske@KeysSchools.com](mailto:Caroline.Bleske@KeysSchools.com)

**You will receive a confirmation email once the agreement is executed, with a copy of the executed agreement for your records.**

**MONROE COUNTY SCHOOL DISTRICT Internship Cooperative Agreement**

Internship programs are planned to develop students academically, economically and socially. There are responsibilities to the internship provider that must be considered.

**The Internship Provider Company agrees to comply with all requirements found in the Internship Provider Handbook, incorporated herein by reference and attached hereto, which may be amended from time to time by the Monroe County School District:**

- Place the student intern in his/her business organization under the supervision of a qualified supervisor for the purpose of providing workplace readiness experience;
- Adopt a background screening process that is, at a minimum, consistent with MCSD guidelines for the person(s) who will be supervising the student;
- Provide the student with same consideration given employees with regard to safety, health, general working conditions, and other policies and procedures of the business;
- 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;
- To the extent compensation is provided to the student intern, provide worker's compensation benefits to the student intern as required by Florida Law;
- Hold harmless and indemnify the Monroe County School District 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, or its officers, agents or employees. However, nothing herein shall be deemed to indemnify the School Board for any liability or claim arising out of the negligent performance or failure of performance of the School Board or as a result of the negligence of any unrelated third party; and
- Be subject to all applicable federal and Florida laws and School Board policies relating to the confidentiality of student records.
- 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.
- This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, venue in Monroe County.
- Comply with Florida's Public Records Laws as delineated in Fla; Stat; 119, and laws relating to records retention.
- This Agreement shall terminate three (3) years from the date of the District Administrator's Signature below; In the event of an issue involving the 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.

**Please check one of the following:**

- I intend to pay student a monetary stipend
- I do **NOT** intend to pay student a monetary stipend

\_\_\_\_\_  
Internship Provider Company Name as set forth with the Florida Division of Corporations

\_\_\_\_\_  
Internship Provider Company Authorized Representative Print Name/ Signature/ Date

\_\_\_\_\_  
MCSD Administrator Print Name/ Signature/ Date



**MONROE COUNTY SCHOOL DISTRICT Internship Cooperative Agreement Residential or Virtual Business**

Internship programs are planned to develop students academically, economically and socially. There are responsibilities to the internship provider that must be considered.

**The Internship Provider Company agrees to comply with all requirements found in the Internship Provider Handbook, incorporated herein by reference and attached hereto, which may be amended from time to time by the Monroe County School District:**

- Place the student intern in his/her business organization under the supervision of a qualified supervisor for the purpose of providing workplace readiness experience;
- Adopt a background screening process that is, at a minimum, consistent with MCSD guidelines for the person(s) who will be supervising the student;
- Provide the student with same consideration given employees with regard to safety, health, general working conditions, and other policies and procedures of the business;
- 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;
- To the extent compensation is provided to the student intern, provide worker's compensation benefits to the student intern as required by Florida Law;
- Hold harmless and indemnify the Monroe County School District 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 for any liability or claim arising out of the negligent performance or failure of performance of the School Board or as a result of the negligence of any unrelated third party; and
- Be subject to all applicable federal and Florida laws and School Board policies relating to the confidentiality of student records.
- 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.
- This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, venue in Monroe County.
- Comply with Florida's Public Records Laws as delineated in Fla; Stat; 119, and laws relating to records retention.
- This Agreement shall terminate three (3) years from the date of the District Administrator's Signature below; In the event of an issue involving the 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.
- Although the principal address for this Provider, as filed with the Florida Division of Corporations, is a residential address, the Internship Provider agrees the intern shall never report to the residential address and shall only perform services in authorized locations.

**Please check one of the following:**

- I intend to pay student a monetary stipend  
 I do **NOT** intend to pay student a monetary stipend

\_\_\_\_\_  
 Internship Provider Company Name as set forth with the Florida Division of Corporations

\_\_\_\_\_  
 Internship Provider Company Authorized Representative Print Name/ Signature/ Date

\_\_\_\_\_  
 MCSD Administrator Print Name/ Signature/ Date

**Monroe Occupation and Vocational Experiences Intern Evaluation**

Name of Intern: \_\_\_\_\_ Position Title: \_\_\_\_\_

Company Name: \_\_\_\_\_ Quarter Covered (Circle): 1 2 3 4

Rating Scale: E=Excellent G=Good A=Acceptable NI=Needs Improvement U=Unsatisfactory

Criteria	E	G	A	NI	U
<b>Attendance</b> -Comes to work on time and does not take excessive leave. Timely notification is given prior to absences.					
<b>Attitude and Cooperation</b> -Exhibits a positive attitude and cooperates with work personnel and the public when performing assigned duties and responsibilities.					
<b>Safety</b> -Exercises safe work habits and is attentive to unsafe actions or situations.					
<b>Quality and Quantity of Work</b> -Completes all assigned duties and responsibilities in a timely, efficient and organized manner.					
<b>Communications Skills</b> -Writing and speaking skills are appropriate to the requirements of the internship.					
<b>Motivation/Interest Level</b> -Willingness to learn and receptiveness to feedback.					

Commendations: \_\_\_\_\_

Recommendations: \_\_\_\_\_

This report is based on my observations, knowledge of employee's performance and review of applicable information. It represents my best judgment of the employee's performance.

\_\_\_\_\_  
 Evaluator's Signature Title Date

**Employee Comments:** \_\_\_\_\_

I acknowledge that I have received a copy of this evaluation and have had an opportunity to discuss it with my supervisor.

\_\_\_\_\_  
 Employee Signature School Date



**Monroe County School District**  
*Charting the Course to Excellence in Monroe County*

**2022-2023 School Calendar**

- August 1-2 New Teachers Report - BLPT Reports
- August 3-5 All Teachers Report (Professional Days)
- August 8-9 All Teachers Report (Professional Days)
- August 10 Students Report
- September 5 Labor Day Holiday (No School)
- October 7 End of First Marking Period (42 Days)
- October 10 Professional Day (No Students) - Priority #2 Hurricane Makeup
- November 11 Veteran's Day Holiday - No School
- November 21-23 Non-work / Non-Paid Days (No School)
- November 24 Thanksgiving Holiday - No School
- November 25 Non-work / Non-Paid Day (No School)
- December 16 End of 1st Semester (85 days) - Early Dismissal Day
- December 19- January 2 Winter Break - No School
- January 3 Professional Day (No Students) - Full Day for Grading
- January 4 Classes Reconvene
- January 16 Martin Luther King Jr. Day Holiday - No School
- February 20 President's Day Holiday - No School
- March 16 End of the 3rd Marking Period (50 Days)
- March 17 Professional Day (No Students) - Priority #1 Hurricane Makeup
- March 20-24 Spring Break - No School
- March 27 Classes Reconvene
- May 26 End of Second Semester (95 Days) - Early Dismissal Day
- May 29 Memorial Day Holiday (No School)
- May 30-31 Professional Day (No Students)

- Legend:
- Holiday (No School)
  - Employee Inservice
  - First and last day of school
  - End of a grading period
  - Day Off - No School
  - New teacher training

Quarter 1 (42 Days) - Quarter 2 (43 Days) - Quarter 3 (50 Days) - Quarter 4 (45 Days)

**241 Trumbo Road**  
**Key West, FL 33040**  
**305-293-1400**

July				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October				
M	T	W	T	F
3	4	5	6	7*
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16*
19	20	21	22	23
26	27	28	29	30

January				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16*	17
20	21	22	23	24
27	28	29	30	31

April				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

