



Monroe Occupation and Vocational Experiences

Student Intern Handbook

2022-2023

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

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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

August September 7th Deadline: Placement of students is finalized

September 5-16th: Students report to placement site

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

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Introduction

Are you looking to gain real-world experience in the workforce, as you plan your future career? An internship is one of the best ways to see firsthand what it really takes, while also enhancing your resume and making valuable connections.

Not sure which career path you plan to take? An internship is a great way to acquaint yourself with the opportunities and challenges of an industry, while also learning universal values like responsibility, accountability, and working with a team.

The Monroe Occupation and Vocational Experiences program provides exciting opportunities for high school juniors and seniors in Monroe County high schools. Through internships, students are paired with community professionals to gain experience and knowledge in their intended post-secondary fields of study, and/or careers. Internship providers who participate in the program share their time and talent to give interns meaningful, career-related experiences.

The internship is designed for you to take on the roles and responsibilities of a valued member of a company or organization. In turn, your attendance, punctuality, dress, and work ethic should reflect well upon yourself, as well as your parents/guardians, teachers, school, and peers.

This handbook has been developed to help prepare you to successfully complete the internship program. It is your responsibility to read this handbook and comply with what will be asked of you.

Remember that your school internship coordinator and MCS D Career and Technical Education Department are here to support you (**see contact information on page 1 of this document**). If you have any questions, concerns, or issues that arise, please contact your school-site coordinator.

Enjoy your internship.

Eligibility

The Academic Year Internship Program is an elective course that can be taken for one or two annual credits, depending on your schedule. You will earn high school credit for your work at the internship site.

You must apply for the internship directly with your school internship coordinator in the fall of your sophomore or junior year for placement in an internship for the following school year. If you participated in an internship as a junior, you may re-apply for placement with the same or a new internship provider during your senior year. If you would like to return to the same provider, you must express that to the internship provider and school-site coordinator. To be eligible as an intern in this program, you must meet the following qualifications:

- Rising junior or senior
- Minimum un-weighted scholastic grade point average of 2.0
- Excellent school attendance
- Approval from your school internship coordinator (contact information on page 1 of this document).
- Completed MOVE forms
- Student accident insurance—proof of purchase submitted to program administrator
- Resume
- Public or private transportation

Due to COVID-19 pandemic, the School Board is unaware if this Internship Provider Company has taken all mandatory precautions in response to it. 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.

Pre-internship

- Review eligibility criteria for the program.
- Meet with your school's internship coordinator for requirements.
- Complete all required forms for eligibility available through your school's internship coordinator.
- Once approved by your school's coordinator, you may browse opportunities on the MOVE website.
- SOLVE any transportation problems before considering a position.
- Set up interviews with potential internship providers and clarify schedule in the interview.
- Call to cancel any subsequent interviews once a position has been accepted.

Attendance

Regular attendance and punctuality are critical in this program. You should not miss scheduled days at the internship site and should always arrive on time. If a scheduled day is missed due to a Monroe County School District excused absence, as outlined in Board Policy 5200, **you must inform the internship provider in advance and you must both determine an appropriate time to make up the missed hours.** (For example, making up missed hours by attending the internship on any day not regularly scheduled.) All make-up hours must be scheduled with the approval of the internship provider. You must notify the internship provider prior to any absence or late arrival to the internship site. Failure to do so will affect your grade.

You are **not required** to attend a scheduled day at your internship if it falls on **a teacher planning day or school holiday**. Please remind your internship provider of these days. However, you may choose to attend your placement on that day if prior arrangements have been made with the internship provider.

In the event of an **extended** illness or absence, you and your internship provider may make alternative arrangements. You **must notify** your school internship coordinator of any changes in schedule and/or proposed internship activities. You are also responsible for ensuring the internship provider always knows where you are while at the internship site.

Experience, knowledge, and course credit(s) are the benefits of the internship program. Time spent at the internship site may not be counted as community service hours, unless special arrangements are made to acquire those hours after the internship credit hours requirement is fulfilled.

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.

Finding Your Internship

You will be matched with prospective employers based on your interest. Once you have been matched, and you will be contacted to set up an interview. Please be responsive to the notifications received from MOVE sponsors and providers.

Interviews

Once an interview has been scheduled, you must have a resume and dress in business attire. In the interview, you should discuss intended duties and schedule. The outcome of the interview must be relayed to the school's internship coordinator. If the provider approves you for the internship, your internship will be finalized once your school internship coordinator makes the final approval of the match.

Performance Evaluation

Every nine (9) weeks, the Career and Technical Education Department will send a Grade Evaluation Request directly to your internship provider who will evaluate you.

The provider returns the completed grade evaluation directly the CTE Department. You are strongly encouraged to remind your provider to complete all grade evaluations by the deadlines. All grade evaluations are due three weeks prior to the end of the quarter period. Please refer to the Monroe County Schools' master calendar.

You also be provided with a log sheet, which must be signed by your provider to verify full completion of your required hours. Submit the log sheet directly to the CTE Department by the deadlines indicated.

Toward the end of the academic year, you will be given the opportunity to evaluate your internship experience and internship provider. You are encouraged to complete the online survey, which the Career and Technical Education Department will send to you via email. A copy of this form is provided at the end of this document.

Your grade is based on your performance in the areas below:

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

Monroe County Public Schools MOVE Internship Program Required Student Procedures

- Internship commitment is for the entire school year (September 2022 to May 2023).
- Transportation difficulties or lack of interest cannot be an excuse to exit the program. Please confirm transportation prior to committing to the internship.
- Any changes in internship provider or student contact information must be approved by your internship coordinator. All changes must be communicated by the coordinator to the Career and Technical Education Department immediately. Changes are only accepted of exceptional circumstances.
- Your coordinator may ask to maintain a log sheet signed by the internship provider. Student must submit a copy to the coordinator.
- Student cannot participate in an internship if reporting to an immediate family member, or in a home-based business.
- Internship provider must submit a grade sheet directly to the internship coordinator before the end of the grading period. Encourage your provider to submit your evaluation on time.

Print Student Name ID# _____

I have read and understand the Required Student Procedures. Non-compliance with the procedures may result in failure of a grading period and/or removal from the internship program.

Student's Signature: _____

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 _____

MONROE COUNTY SCHOOL DISTRICT MOVE Internship Program Parent/Guardian and Student Release Form and Liability Waiver (In-Person Internship-Internship Provider Company)

It is agreed and understood by _____ ("parent/guardian"), the parent/guardian of Monroe County School District ("School Board") student _____ ("the Student"), that the Student will be participating in an *in person* internship from _____ to _____ (dates of internship) with _____ ("Internship Provider Company").

- The School Board has been made aware that the Internship Provider Company and the Student have agreed to continue the above referenced internship on an in-person basis.
- It is understood that there are certain dangers and risks inherent in any work-based learning experience, including but not limited to the spread of communicable disease such as COVID-19. It is further understood that the purpose of this release is to protect the School Board from and against any and all liability which may arise from, or be related to, the Student's participation in the MOVE Program.
- It is understood that Internship Provider Company is controlled, organized, contracted, staffed and insured independent of the School Board. The Internship Provider Company is an individual legal entity, separate and apart from the School Board of Monroe, Florida. The Internship Provider Company is not a part of, or under the care, custody or control of The Monroe County School District.
- The School Board will require that the Internship Provider Company provide background screening of any and all officers, agents and employees that will directly supervise the Student. However, no officer, agent or employee of the Internship Provider Company is employed or directly supervised by the School Board. Accordingly, the School Board makes no representation, and disclaims, to the extent permitted by law, any and all responsibility for the actions of the Internship Provider Company, or its officers, agents, or employees.
- It is understood that the Student may or may not receive compensation for their participation in the MOVE Program. In either case, the Student will not be considered an agent, servant, or employee of the Monroe County School District, and therefore will not be eligible to receive any health, death, or disability benefits through the Monroe County School District. Notwithstanding the foregoing, the Student shall receive worker's compensation benefits through the Internship Provider Company to the extent compensation is received; to the extent compensation is not received, the Student shall receive worker's compensation benefits through the Monroe County School District.
- By executing this document, the Parent/Guardian irrevocably and unconditionally releases, acquits, waives, and forever discharges, subject to the provisions of this Release, the School Board, their assigns, officers, directors, agents, and attorneys from any and all claims, complaints, liabilities, actions, causes of actions, suits, demands, damages, and costs (including, but not limited to reasonable attorney's fees) of any nature whatsoever, whether known or unknown, arising out of, or in any way connected to, the Student's participation in the above-referenced internship, including but not limited to exposure to a communicable disease such as COVID-19.
- Parent/Guardian further agrees to indemnify, defend, and hold harmless the School Board from and against any and all claims made by any third-party for bodily injury or property damage alleged to have been caused by or in any way related to the Student's participation in the aforementioned internship.
- Parent/Guardian agrees and understands that participation in the internship, as described above under the conditions set forth in this Release Form and Liability Waiver, are sufficient and adequate consideration for the release, hold harmless, and indemnification contained in this agreement.

Student Print Name/ Signature/ Date

Parent Print Name/ Signature/ Date

**MONROE COUNTY SCHOOL DISTRICT
MOVE Internship Program
Parent/Guardian and Student Release Form and Liability Waiver
(In-Person Internship – Monroe County School District)**

It is agreed and understood by _____ ("Parent/Guardian"), the parent/guardian of Monroe County School District ("School Board") student _____ ("the Student"), that the Student will be participating in an *in person* internship from _____, 20__ through _____, 20__, with the School Board of Monroe County, Florida. By signing this document, Parent/Guardian acknowledges and agrees to the following:

- The Student will be participating in the Monroe Occupational & Vocational Experiences ('MOVE') Program, which will involve placement of the Student in a work-based learning experience under the direct supervision of the Monroe County School District.
- It is understood that there are certain dangers and risks inherent in any work-based learning experience, including but not limited to the spread of communicable disease such as COVID-19. It is further understood that the purpose of this release is to protect the School Board from and against any and all liability which may arise from, or be related to, the Student's participation in the MOVE Program.
- It is understood that the Student may or may not receive compensation for their participation in the MOVE Program. In either case, the Student will not be considered an agent, servant or employee of the Monroe County School District, and therefore will not be eligible to receive any health, death or disability benefits through the Monroe County School District. Notwithstanding the foregoing, nothing herein shall limit or affect the Student's rights to worker's compensation benefits as provided under Florida Law.
- By executing this document, the Parent/Guardian irrevocably and unconditionally releases, acquits, waives, and forever discharges, subject to the provisions of this Release, the School Board, their assigns, officers, directors, agents, and attorneys from any and all claims, complaints, liabilities, actions, causes of actions, suits, demands, damages, and costs (including, but not limited to reasonable attorney's fees) of any nature whatsoever, whether known or unknown, arising out of, or in any way connected to, the Student's participation in the above-referenced internship, including but not limited to exposure to a communicable disease such as COVID-19.
- Parent/Guardian further agrees to indemnify, defend, and hold harmless the School Board from and against any and all claims made by any third-party for bodily injury or property damage alleged to have been caused by or in any way related to the Student's participation in the aforementioned internship.
- Parent/Guardian agrees and understands that participation in the internship, as described above under the conditions set forth in this Release Form and Liability Waiver, are sufficient and adequate consideration for the release, hold harmless, and indemnification contained in this agreement.

Student Print Name/ Signature/ Date

Parent 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
Attendance -Comes to work on time and does not take excessive leave. Timely notification is given prior to absences.					
Attitude and Cooperation -Exhibits a positive attitude and cooperates with work personnel and the public when performing assigned duties and responsibilities.					
Safety -Exercises safe work habits and is attentive to unsafe actions or situations.					
Quality and Quantity of Work -Completes all					



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

