



MIAMI-DADE COUNTY PUBLIC SCHOOLS 2025 SUMMER YOUTH INTERNSHIP PROGRAM (SYIP)

DATES/LENGTH

July 1, 2025 – August 2, 2025 (Tentative)

All eligibility documentation must be submitted by the deadline of **May 9, 2025**.

Online pre-internship course lessons and Ready to Work to be completed within **30 days of course enrollment** but no later than **May 9, 2025**.

REQUIRED HOURS

150 HOURS – All hours must be completed during the dates of the SYIP Program (July 1 - August 2, 2025)

SUGGESTED SCHEDULE

Time varies by week, 150 hours/no more than 7 hours a day (Five Weeks)

WORK MODALITY

IN-PERSON (following current county & state health guidelines), VIRTUAL or HYBRID

STUDENT POPULATION

Rising 10th through 12th Grade high school students (current 9th through 11th graders) between the ages of 15-18 and enrolled in a Miami-Dade County Public High School (**must be 15 before July 1, 2025**)

ELIGIBILITY

Students must:

- 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 then register for the internship hiring process through miamiinterns.org
- Priority will be given to at-risk students who meet one of the following criteria: Free/Reduced Lunch (Economically Disadvantaged) or English Language Learners (ELL) or Truant (15 or more unexcused absences).

INTERNSHIP PROVIDERS

All new and former Internship Providers 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 for a total of **\$1,500.00**

- 1st payment deposited on July 18, 2025 (\$500.00)
- 2nd payment deposited August 8, 2025 - after all assignments and timesheets are submitted to their teacher supervisor (\$1,000.00)

2) Students must open an account by May 9, 2025 with EdFed - The Educational Federal Credit Union the official credit union of the SYIP Program

3) Payment by COMPANY PAYROLL – paid directly to the 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 is not acceptable)

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



CareerSource
SOUTH FLORIDA





MIAMI-DADE COUNTY PUBLIC SCHOOLS 2025 Summer Youth Internship Program (SYIP) July 1 through August 2, 2025 (tentative) Frequently Asked Questions (FAQs)

1. 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. Sponsors are The Children's Trust, Miami Dade County, Career Source South Florida, and EdFed - The Educational Federal Credit Union.

2. Who is eligible?

Rising 10th through 12th grade high school students (current 9th through 11th graders) 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 online pre-internship course must be completed within **30 days of course enrollment but no later than May 9, 2025**. The deadline to complete all eligibility documents and open an EdFed - The Educational Credit Union account is Friday, **May 9, 2025**. Students are required to complete 150 hours of work to successfully complete the program and are not allowed to be out for more than two days.

3. How do students enroll?

A student must first complete the online pre-internship course and submit required completed documentation online through JotForm link in Schoology (Traditional Schools) or Google (Charter Schools). Parents and students can contact the Internship Hotline (305-693-3005) to find out more about enrollment and their School Champion. **First contact the School Champion at your school or your Academy Lead Teacher who will enroll you in the pre-internship course. See List ctemiami.net/summer-internships**

4. How are students placed with an employer?

After completion of the online pre-internship course and submission of required documentation, all requirements are checked. Then students are authorized to upload their resumes to [Miamiinterns.org](https://miamiinterns.org) 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 coursework does not guarantee placement into this program.**

5. Is this a paid internship?

If students are approved after completing all requirements by the due dates, including being hired by a business/organization, they will receive stipend payments or be placed on company payroll. Students will be notified by the Department of Career & Technical Education to confirm that they are receiving stipend payments.

6. How do students get paid?

The Summer Youth Internship Program is sponsored by The Children's Trust, Miami Dade County, CareerSource of South Florida, Foundation for New Education Initiatives and EdFed - The Educational Federal Credit Union. Students will receive two (2) payments directly deposited into their account with EdFed - The Educational Federal Credit Union, the ONLY Financial Institution of the SYIP Program:

- 1st payment of \$500.00 – Friday, July 18, 2025 (Must have a minimum of 50 hours submitted by July 11)
- 2nd payment of \$1,000.00 – Friday, August 8, 2025

Students must open their credit union accounts by Friday, May 9, 2025, 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 may be delayed if a student has not turned in their timesheets 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 2, 2025 (tentative).

7. How are students graded?

Students completing the Summer Youth Internship Program will receive one high school academic credit. Students will be assigned a teacher supervisor 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 established criteria and submit required forms.

8. Are students required to have Student Accident Insurance?

All students enrolling in the Summer Youth Internship Program must have Voluntary Student Accident Insurance (Football Insurance is not acceptable). The insurance fee is nonrefundable. Health insurance that students have on their parents' or guardians' plan **does not meet** the requirement for Student Accident Insurance.

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



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
2025 SUMMER YOUTH INTERNSHIP PROGRAM (SYIP)
PROTOCOLS**

July 1 through August 2, 2025 (tentative)
Eligibility Document Deadline: May 9, 2025

**Online Pre-Internship Course completed
within 30 days of enrollment or at the latest Deadline: May 9, 2025**

**Includes lessons:
on internship procedures, “Emerge” resume-writing and interviewing skills,
and “Florida Ready to Work” Soft Skills**

Protocols for Traditional and Charter Schools

1. Administrators recruit and support a teacher or staff member to be the **“School Champion(s).”** If a school does not have a Career and Technical Education (CTE) program or academy with a CTE teacher who can be the School Champion, it is suggested that administrators recruit another teacher or staff member. **See briefing #46640** for more information and link to the list 2025 Champion(s).
 - M-DCPS School Champions at district traditional schools need access to and to be familiar with Schoology for course lessons.
 - Charter School Champions will be given access to Google drive for all student lessons and directions.
2. School administration and Champions recruit school-wide for students who meet the eligibility criteria for the SYIP Internship. Marketing materials, such as announcements and videos will be provided by CTE. Review the Summer Internship Youth Program Handbook with the applicants concerning eligibility (age, grade in 2025-26, dates of SYIP). Handbook will be posted on ctemiami.net/internships
3. **New and returning School Champions are required to attend one-day professional learning.** (New technology and processes, will be shared for the 2025 SYIP.) Register in the M-DCPS Frontline Education system for one of these dates: **Charter Schools - January 29; M-DCPS Schools - January 22; February 4, 12, 19, or 26, 2025.**
4. School Champions will manage enrollment and student completion of the online **Pre-Internship Coursework within 30 days of enrollment or at the latest: May 9, 2025. Course lessons to be completed:**
 - *Student Handbook, internship rules and procedures* (M-DCPS in Schoology, Charter in Google Drive);
 - *Florida Ready to Work SOFT SKILLS* (M-DCPS in Schoology, Charter login accounts);
 - *Emerge, lessons on resume and interviewing skills* (M-DCPS in Schoology, Charter in Google Drive).
5. School Champions will support students in obtaining an account with EdFed - The Educational Federal Credit Union by **May 9, 2025**, for direct deposit payments of grant stipends.
6. Schools will publicize and encourage intern parents to attend one of the virtual Parent Information Sessions April 7, 8 and 9, 2025. Registration to be posted on MiamiInterns.org and at ctemiami.net/internships
7. **This year students will complete forms online through JotForm.** The CTE SYIP staff will ensure student completion of all documentation by **May 9, 2025.** Directions will be given in the School Champion training.
8. **The SYIP CTE Staff will verify requirements completed and mark students APPROVED in MiamiInterns.org, so students will be able to search for internship providers.** Before that school champions should support students in search process by reviewing intern resumes before uploaded to MiamiInterns.org, remind students to look at MiamiInterns.org daily until they are hired, give them any updates, etc. (Directions for search will be shared with School Champions to review with students.
9. The registration process for this dual enrollment course is done at the school site through the assigned counselor. Students are not required to take the MDC admissions test to enroll. The SYIP course counts toward acceleration and must be entered into TRACE by the school site before the identified timeline at the beginning of the school year 2026-2027.
10. School Champions notify students of SYIP status before the end of the school year and remind students of the Internship hotline (CTE Department 305-693-3005) and checking their M-DCPS student emails for any SYIP notices.

Protocols for Students

**STUDENTS, FIRST CONTACT YOUR SCHOOL CHAMPION
OR ACADEMY LEAD TEACHER.**

See List of School Champions: ctemiami.net/internships

Pre-Internship:

1. To apply for the internship: Complete all requirements for eligibility as per checklist by **May 9, 2025**, including the W-9 form and TANF form(s) in **JotForm**. *(Students, the information on these forms should be your information NOT your parents/guardians).*
2. Complete online Pre-Internship Preparation Course including: lessons about the internship, Florida Ready To Work Soft Skills and Emerge – resume and interviewing skills within 30 days of your enrollment by the School Champion, or at the **latest, May 9, 2025**. (Returning interns complete all lessons about the internship, Florida Ready to Work Soft Skills Assessment or Digital Skills)
3. Students cannot begin the internship provider search on MiamiInterns.org until all coursework is complete and the required forms are uploaded into JotForms, resume is complete and reviewed by School Champion.
The SYIP CTE Staff will VERIFY the following and everything on the checklist (see page 27):
 1. all required documents are uploaded and forms completed via JotForms
 2. including proof of coursework completion,
 3. social security verification form shows work eligibility**Then the CTE Staff will mark students APPROVED in MiamiInterns.org. to search for internship providers.**
4. Clarify any scheduling or transportation problems with the internship provider.
5. Accept the position offered at MiamiInterns.org. within seven days of notification or pending offers will be canceled.
6. Call to cancel any pending interviews once a position has been accepted.
7. Before the school year ends inform your School Champion when you are hired.
8. Open an EdFed account by **May 9, 2025**. If not opened on time, the first payment may be delayed.
9. You are officially hired once you accept the position and you will be notified through your school email.

Interns - During the Internship

1. Work the entire length of the internship (5 weeks and 150 hours). **All hours must be completed during the SYIP program dates July 1 - August 2, 2025 (tentative).**
2. Follow the schedule as assigned to you by the worksite Internship Provider.
3. Complete all assignments (see Student Handbook).
4. Turn in timesheets on time. *(Must work a minimum of 50 hours by July 11 to qualify for the first payment.)*
5. Observe summer school attendance policies (no more than two absences are allowed). No vacations are allowed including remote work.
6. Make up any hours for stipend payment purposes, if applicable (before last day of the internship).
7. Mid-term progress reports will be issued to any student that has a failing grade.

Interns - After the Internship

Protocols for Internship Providers

1. Registered to do business in the state of Florida and located in Miami-Dade County.
2. Sign-up at MiamiInterns.org and wait for approval.
3. Review and sign the Internship Provider Agreement via JotForms (sample in the Internship Provider Handbook).
4. Interview the student applicant in-person or virtually.
5. Arrange to pay for any background check or fingerprinting of interns.
5. Assign a worksite mentor. Share organization employee rules and review expectations of interns.
6. Participate in an Internship Provider Orientation and training (Dates: May 6 and 13, 2025).
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. Check that an Emergency Contact Form is on file at the Internship Provider's office for each intern.
9. Review and approve intern's timesheet on a weekly basis.
10. Complete the required internship assessment that will be emailed to you by the deadline.