

<https://aymiami.getmyinterns.org/>



INTERNSHIP PROVIDER USER GUIDE

Host High School Interns Across Miami-Dade County

PLEASE USE GOOGLE CHROME TO AVOID ISSUES WITH THE SITE

Internship Provider – Registering is simple

Provide your information



[Home](#) [About](#) [Contact](#)

[Sign In](#)

[Register](#)

Register Internship Provider

1

User Information

2

Internship Provider Information

3

Job Posts

User Information

First Name

John

Email

softwaretesting33141+foobar@gmail.com

Last Name

Doe

Password

.....

Telephone

954-555-5555

Confirm Password

.....

Next Step



Register Internship Provider

1

User Information

2

Internship Provider Information

3

Job Posts

Internship Provider Information

Internship Provider Name

Address

Company Website

Apt, Unit, Suite

[Previous Step](#)

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Internship Provider – Register

Provide your information

A business has the ability to add multiple job postings at different locations.

Students will then apply to these positions and be considered by you, the business.

1

User Information

2

Internship Provider Information

3

Job Posts

Job Posts

Title	Description	Opened Positions	Industry	Address	Paid	Worksite
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="checkbox"/>	<div><div>Select ▼</div><div><div>Select</div><div>Onsite Only</div><div>Remote/Online Only</div><div>Hybrid Combo</div></div></div>

Add Job Post

Previous Step

Register

Getting approved...

Note: A company must submit a cooperative agreement found in page nine OR page ten of the Internship Provider Handbook with instructions on page eight. If you have been approved, please disregard this step.

Follow the instructions on page eight.

Signed and Submit Cooperative Agreement.

Cooperative Agreement Instructions:

- Please read this handbook.
- Please fill out and sign the Internship Cooperative Agreement on the following page -- Company Name, Authorized Signor, Date -- must MATCH on what is listed on sunbiz.org for the company.
- Please search entity name on the link if you have questions on the registered name of the company and to verify the authorized signors:
<http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>
- Please note, the agreement may ONLY be signed by an authorized signor per the Florida Division of Corporations, as verified through Sunbiz.org.
- Scan and email the signed cooperative agreement to Internships@dadeschools.net.
- You will receive a confirmation email once the agreement is executed, with a copy of the executed agreement for your records

SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
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 Office of Community Engagement:

1. Place the student intern in his/her 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. 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;
5. 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 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
6. Be subject to all applicable federal and Florida laws and School Board policies relating to the confidentiality of student records.
7. 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.
8. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, venue in Miami-Dade County.
9. Comply with Florida's Public Records Laws as delineated in Fla. Stat. 119, and laws relating to records retention.
10. 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.
11. 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
(as set forth with the Florida Division of Corporations)

Signature

Date

District Administrator Print


Signature

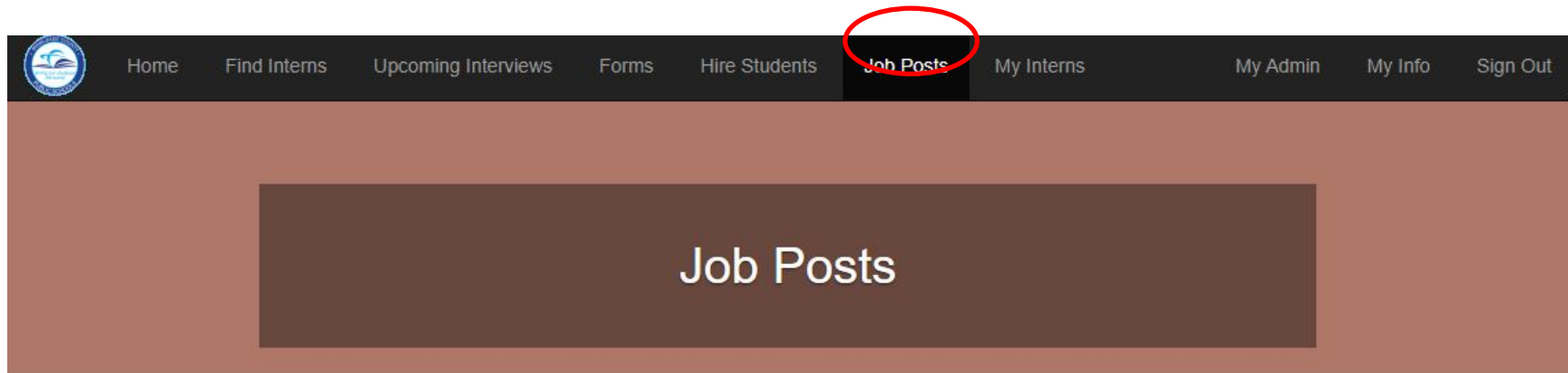
Date





Update Your Job Post...

After you are registered and approved, you can update your job post if you have changes to make before it goes live.

Steps: Sign in ☐ Click “My info” ☐ Go to “Job Post” ☐ Click on “+ Add Job”

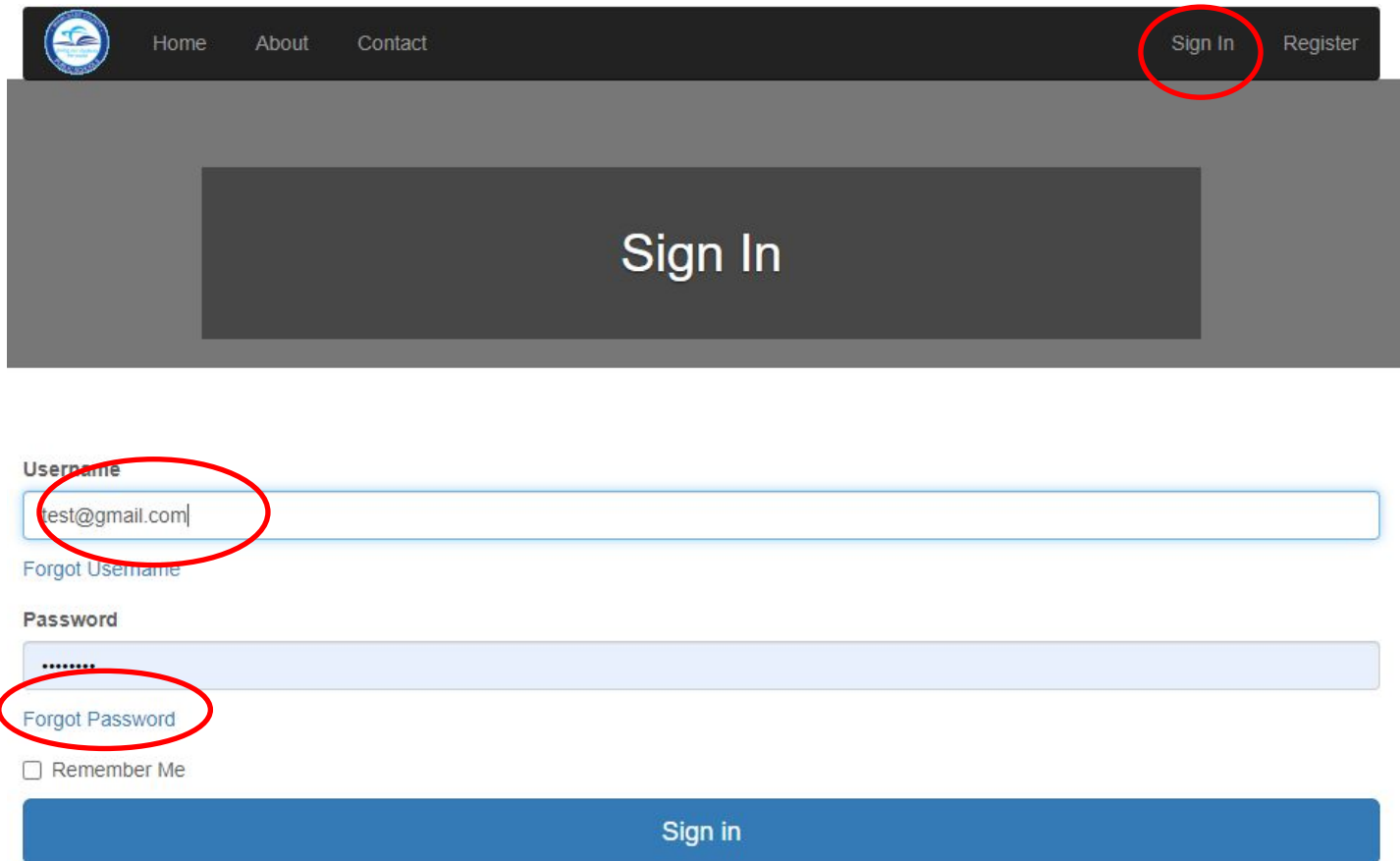
If you need to hide the post after closing the opportunity, please click on the “”



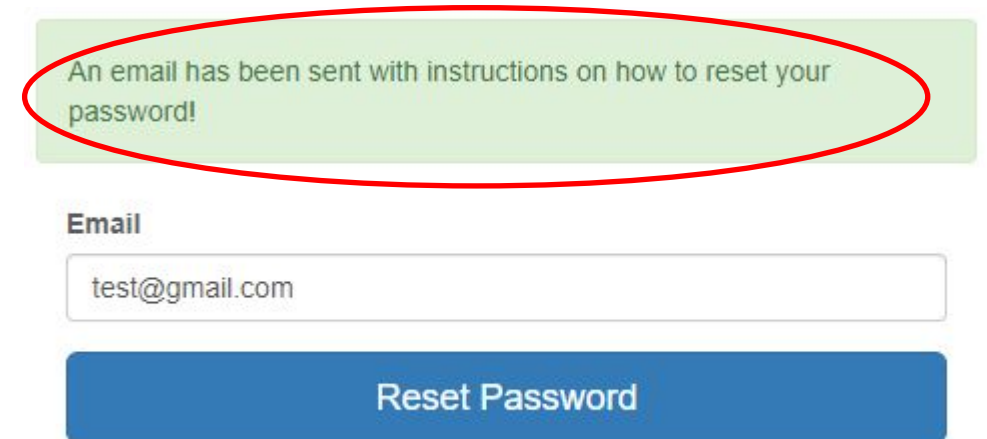
Filter ▼										
Show 10 ▼ entries + Add Job										
Title ⬇	Description ⬆	Industry ⬆	Opened Positions ⬆	Paid	Worksite ⬆	Address ⬆	Apt, Unit, Suite ⬆	Creation Date ⬆	Active ⬆	
social media	social media	Architecture	1	Unpaid		45 Southwest 9th Street		01/07/2020	Inactive	 
social media 2	event planning	Architecture	4	Unpaid		45 Southwest 9th Street		01/07/2020	Inactive	 

Resetting Password...

Please go to “Sign in”. Enter your username (your registration email), then click on “Forgot Password”
Enter your email again then click “Reset Password”. You will receive an email from “Getmyinterns” with a link to reset it.
Then, please sign in with your new password.



The screenshot shows the top navigation bar with links for Home, About, Contact, Sign In, and Register. The Sign In link is circled in red. Below the navigation bar is a large dark gray box with the text "Sign In". Below this is the Sign In form. The Username field is circled in red and contains the text "test@gmail.com". Below the Username field is a link for "Forgot Username". Below the Username field is the Password field, which is also circled in red and contains the text "*****". Below the Password field is a link for "Forgot Password". Below the Password field is a checkbox for "Remember Me". At the bottom of the form is a blue button labeled "Sign in".



The screenshot shows a green box with the text "An email has been sent with instructions on how to reset your password!". Below this is the Email field, which contains the text "test@gmail.com". Below the Email field is a blue button labeled "Reset Password".

Hiring interns ...

Note: A student must first have applied to your job posting to be considered.

Once you are registered and approved, you can begin hiring students!

Take a look at their resume and consider applicants for an interview. Just click “Find” if you wish to consider all students who have applied and do not desire to filter applicants.

Click “hire” if you already interviewed a student.

School (select multiple)

Academy for Advanced Academics @ MMC FIU South
Alonzo and Tracy Mourning Senior High
American Senior High
Arthur & Polly Mays
Barbara Coleman Senior High

Area of Study (select multiple)

Agriscience
Architecture
Astronomy
Aviation
Business & Finance

Grade (select multiple)

Senior
Junior
Sophomore

Radius

Select...

☐ Exclude Already Scheduled

Reset

Find

Show 10 entries

Name	School	Area of Study	Grade	City, Zip	Job Title	Resume	Interview
Student Account	Southwest Miami Senior High School	Business & Finance	Senior	Miami, 33132	social media 2	Resume	<div>Interview</div> <div>Hire</div>

Showing 0 to 0 of 0 entries

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Hiring interns ...

Note: A student must first have applied to your job posting to be considered.

Student resume will immediately download if you click on the “Resume” link. Take a look at it.

Click the “interview” button if you want to interview the student. Then move to “Schedule Interview” tab to finalize it. Next slide will show how to schedule interviews.

First Last Name
Street Address
City, State, Zip
Phone (Cell/Home)
Email Address

Objective:

To obtain knowledge of the day-to-day work of a business through a part time job, summer internship and/or job shadowing experience.

Education:

SAT and/or ACT Scores
Class Rank
GPA

Barbers Hill High School, Mont Belvieu, TX

Advanced Placement courses (2009-10) - Junior Year
Dual Credit courses (2010-11) - Senior Year

Activities and Awards:

JROTC Drill Team (2008-2010) BHHS
Drama Club (2009) BHHS
Cheerleading (2009-2010) BHHS
UIL One Act Play – State Champ
Varsity Volleyball – All District Jr, Sr; All State Sr, District MVP Jr

Volunteer Work and Job History:

Beacon Program, summer (2008)
Baytown, TX
Convenient Store, summer (2009)
Cove, TX
Thriftree Foods (2009)
Mont Belvieu, TX
McDonald's Fast Food Restaurant (2010)
Baytown, TX

Skills and Languages:

Spanish - Beginners level
French - Beginners level
Communication skills
Digital Graphics or other tech skills
Experience in child caring - intermediate
Researching and resource skills

Hiring interns ...

Note: A student must first have applied to your job posting to be considered. Interviews are scheduled in 30 minutes increments.


All considered applicants will be in the available section to begin scheduling interviews.

In order to schedule interviews, you must be in the available section.

Available Scheduled

Student Intern
Academy of Information Technology
Atlantic Technical College

Help Desk

 Interview

Set a time, duration, and location.

Schedule Interview for Student Intern - Help Desk

Start Date
02/27/2019 10:00 am

Length
2 hours

Location
1 North Ocean Drive Hollywood 33019

Close Save changes


Your interview is scheduled!

Available Scheduled

Student Intern
Academy of Information Technology
Atlantic Technical College

Feb 27, 2019 10:00 AM


Help Desk
1 North Ocean Drive Hollywood 33019

 Delete

Hiring interns ...

Note: A student must first have applied to your job posting to be considered.

Once your interview has taken place, you may indicate your request to hire the Intern in the “Hire” tab.



HomeFind Interns

Hire Student

Are you sure you want to hire Samantha Williams?

CancelHire!

My Interns

My AdminMy InfoSign Out

Show10▼entries

Export

Student	School	Academy	Job Title	Interview Date	
Samantha Williams	Atlantic Technical College	Academy of Information Technology	Help Desk	02/22/2019 08:00 AM	✓✕

Showing 1 to 1 of 1 entries


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Hiring interns ...

Note: A student must first have applied to your job posting to be considered.

Once your interview has taken place, you may indicate your request to hire the Intern.

Standby for Coordinator Approval before your intern is officially hired.

[Home](#)[Find Interns](#)

[My Interns](#)[My Admin](#)[My Info](#)[Sign Out](#)

Thank You!

Thank you for indicating your interest in hiring Samantha Williams. The school administrator will review and confirm the hire.

OK

Show10▼entries

Export

Student	School	Academy	Job Title	Interview Date	
Samantha Williams	Atlantic Technical College	Academy of Information Technology	Help Desk	02/22/2019 08:00 AM	✓✕

Showing 1 to 1 of 1 entries

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Hiring interns ...

Note: A student must first have applied to your job posting to be considered.

The School Internship Coordinator has **approved** your hire request! You now have your first intern!



Home

Find Interns

Schedule Interviews


Upcoming Interviews

Forms

Hire Students

Job Posts

My Interns

First Name	Last Name	Telephone	Email	Full Address	Resume
Samantha	Williams	954-300-1300	samanthatheintern@example.com	636 Northwest 12th Avenue, Fort Lauderdale, FL 33311	



Students/Interns

As a student, you can apply for internships.

Supervisor

Teacher/school administrator roles help oversee the Internship Program at each high school.



CONTACT

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internships@dadeschools.net

Share your experience with us #MDCPSInterns



@MDCPSCommunity

www.engagemiamidade.net/internships