

2021-2022  
Academic Internship Program

Southwest Miami High School

Contact: Anna Carranza,

Coordinator at

acarranza@dadeschools.net

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

# What is the Academic Internship Program?

- ▶ The Academic Year Internship Program is an **honors elective course that can be taken for one or two annual credits, depending on your schedule, for last block.**
  - ▶ You earn honors high school credit for your work at the internship site.
  - ▶ You **must apply for the internship directly with your school internship coordinator (Ms. Carranza) 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.)



# What do I do next?



**HONORS EXECUTIVE INTERNSHIP \***  
**11TH & 12TH GRADE ONLY**

**2.75 UNWEIGHTED GPA**

- [A55/A56-Internship Juniors](#)
- [A57/A58-Internship Seniors](#)



**Apply at**  
<https://aymiami.getmyinterns.org/Account/Register> \*\*\* **You must have your resume ready to upload\*\*\***



**Complete all required forms from the student handbook**  
[AYIP Student Handbook 2021 - 2022 updated 1.29.21 .pdf](#)  
- [Google Drive](#) also available at  
<https://aymiami.getmyinterns.org> **information will follow on how and when to turn them in to Ms. Carranza**

# STUDENT MANUAL REGISTRATION

## Register Student

1 Personal Information

2 Student Information

3 Demographic Information

4 Resume

5 User Information

### User Information

First Name

Last Name

Email

ayip2030@gmail.com

Telephone

Address

Apt, Unit

Cellphone

Parent/Guardian Cell

Last 4 SSN

Next

Students must go to

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

To successfully apply for the academic year internship program,

A student must have the following information:

- Student ID #
- Full Name
- Full Address
- Email
- Telephone
- Cellphone
- Parent/Guardian Cell
- Weighted GPA
- Unweighted GPA
- # Of Credits
- Transportation
- Gender
- Date Of Birth
- Race
- Ethnicity
- ESE Participant
- Reduced Lunch
- English Language Learner
- Resume (Word Doc or PDF)

# SELF-MATCHED STUDENTS

Students and providers must register to <https://aymiami.getmyinterns.org/Account/Register>

You may have a company in mind to do your internship. That is possible if they approve you. The company must be approved by MDCPS Office of Engagement and can register at the same website you register as a student, but they will be an Internship Provider.

## Register Student

- Personal Information
- Student Information
- Demographic Information
- Resume
- User Information

### User Information

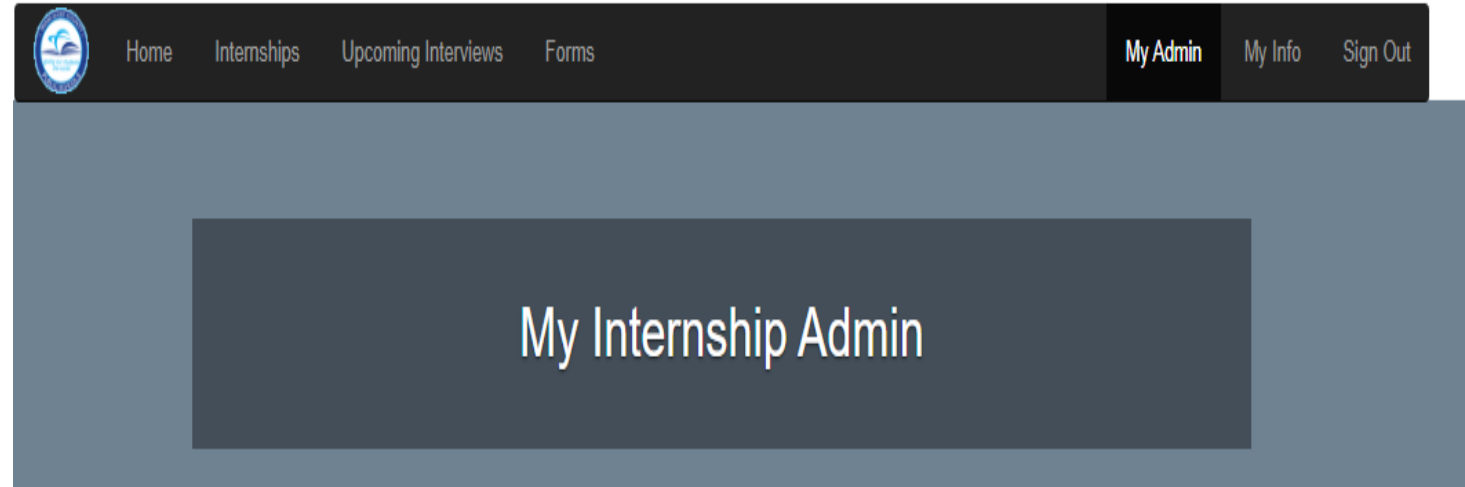
First Name	<input type="text"/>	Last Name	<input type="text"/>
Email	<input type="text" value="ayip2030@gmail.com"/>	Telephone	<input type="text"/>
Address	<input type="text"/>	Apt, Unit	<input type="text"/>
Cellphone	<input type="text"/>	Parent/Guardian Cell	<input type="text"/>
Last 4 SSN	<input type="text"/>		

Next

# FIND INTERNSHIPS

**Note: once Ms. Carranza has checked that you meet all the eligibility criteria, you will be approved and be able to start looking for internships in the MDCPS database .**

TO BEGIN SEARCHING FOR OPPORTUNITIES, STUDENTS MUST CLICK APPLY ON THE WINDOW AFTER SIGNING IN.



Thank you for your interest in the internship program.

You can [apply](#) to be considered by the Internship Providers that are looking to hire interns or view your current interview [schedule](#).



# FIND INTERNSHIPS!

**Note:** Student portal view

STUDENTS MAY FIND INTERNSHIPS IN MIAMI-DADE COUNTY!  
YOU MAY FILTER THEIR SEARCH BY A SPECIFIC LOCATION, PROVIDER OR JOB TITLE, AND WHETHER IT IS PAID OR UNPAID

Near	Location	Radius (in miles)	10
Industry	All	Job Title	Job Title
Internship Provider	Internship Provider	Paid	All

Search

Find your internship by searching above



# FIND INTERNSHIPS

**Note:** Student portal view

BASED ON YOUR SEARCH, YOU WILL FIND OPPORTUNITIES WITH A BRIEF DESCRIPTION. YOU MAY CLICK ON APPLY TO SEND YOUR INFORMATION OVER TO THAT PROVIDER!

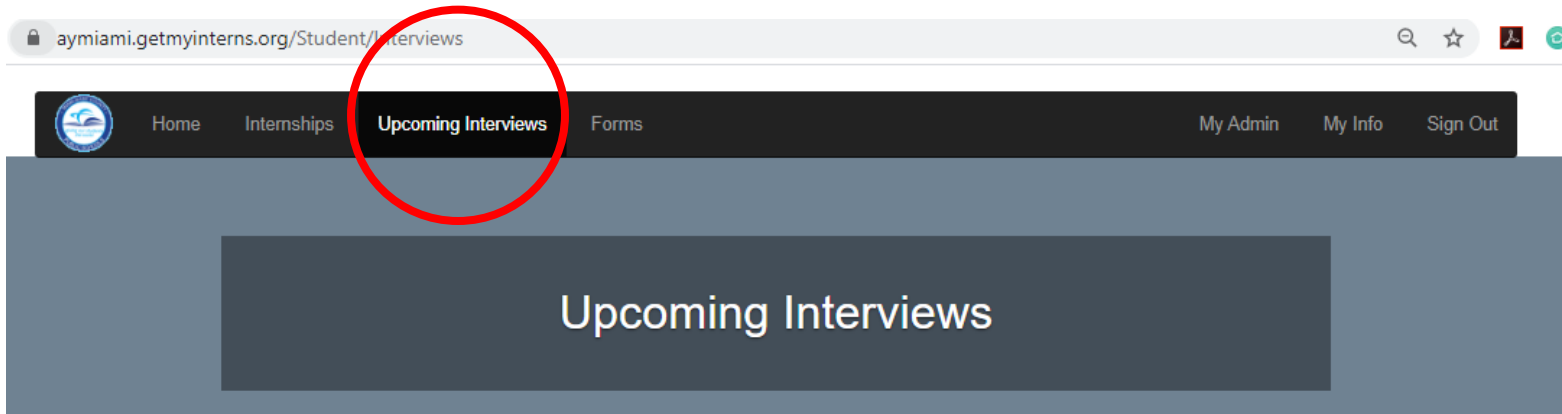
The screenshot displays the 'Find Internships' page on the aymiami.getmyinterns.org website. The page features a search interface with several filters: 'Near' (Location), 'Industry' (All), 'Internship Provider' (Internship Provider), 'Radius (in miles)' (10), 'Job Title' (Job Title), and 'Paid' (All). A 'Search' button is located at the bottom right of the filter section.

Below the filters, there is a list of search results. Each result includes a title, a brief description, the provider's name, address, and distance. An 'Apply' button is present for each result. The second result, 'Internship Opportunity' at Mt. Sinai Medical Center, has its 'Apply' button circled in red.

To the right of the list is a map of Miami, Florida, showing the locations of the search results as numbered markers (1-12). The map includes labels for various neighborhoods like Hialeah, Miami Beach, and Kendall, as well as landmarks like Biscayne National Park. The map is powered by Google and includes a 'Map' and 'Satellite' toggle.

# CONSIDERED CANDIDATE!

**Note:** Student portal view



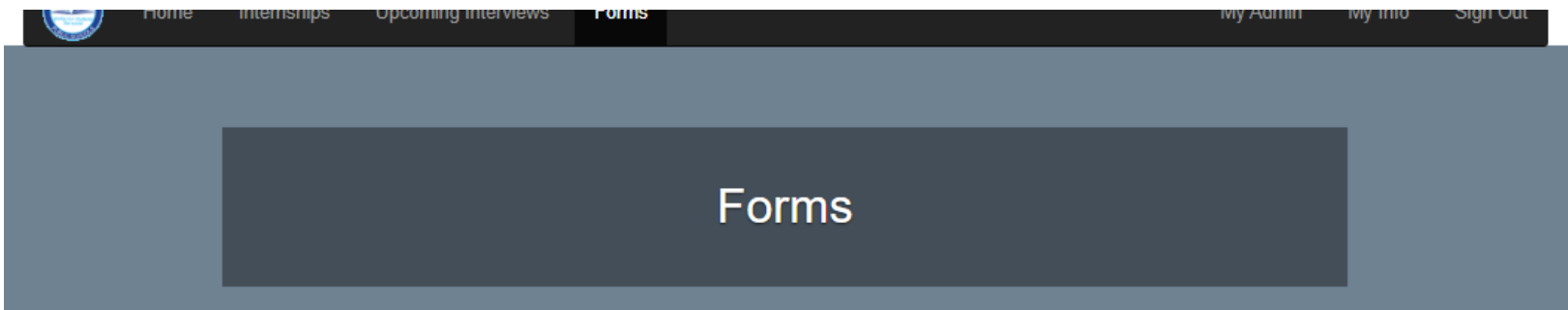
ONCE A PROVIDER HAS CONSIDERED A STUDENT AS A POTENTIAL CANDIDATE FOR THE OPPORTUNITY, IN THE UPCOMING INTERVIEWS TAB, STUDENT WILL FIND ALL SCHEDULED INTERVIEWS.

1/13/2020

testing center Job: social media 4:45 PM at 1450 NE 2nd Ave. #202, Miami, FL 33132	Contact information: Name: test test Email: <a href="mailto:test@gmail.com">test@gmail.com</a> Telephone: 555-555-5555
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# FORMS

**Note:** Student portal view. If you have additional forms, you will not be able to upload to the system.



IN THE FORMS TAB, STUDENTS WILL FIND ALL FORMS USED IN THE PROGRAM BUT NOT LIMITED TO WHAT YOU MAY REQUIRE AT YOUR SCHOOL.

## Student/Parent Internship Agreement

Student/Parent Agreement must be signed by the student and parent. Please submit to your school's internship coordinator.

[Download](#)

## Student Emergency Contact Information Sheet

Students please fill out this form, save a copy for your records, and provide a copy to your business mentor and school's internship coordinator. If any information changes, please be sure to provide your mentor and coordinator with updated information.

[Download](#)

## Student Intern Log Sheet

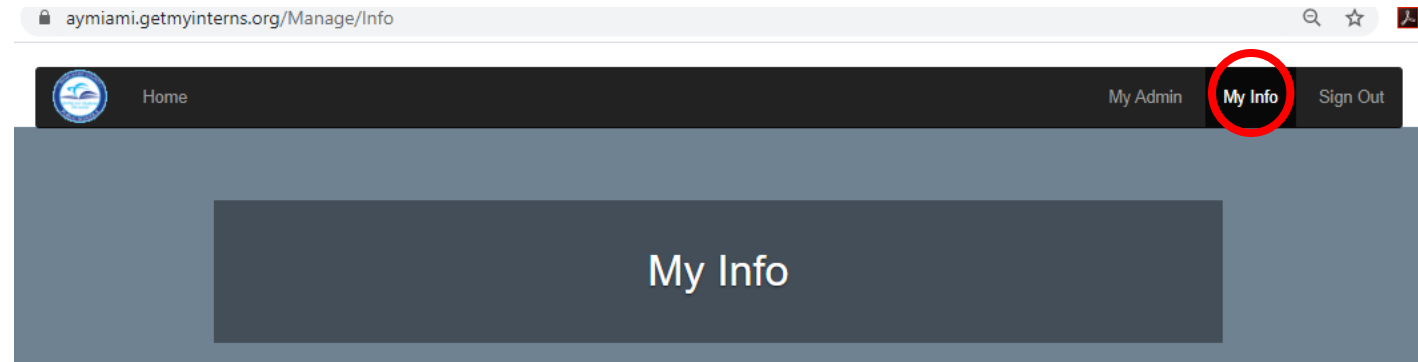
Each student should maintain a record of his/her daily attendance and activities. Student is to submit log sheet to school internship coordinator each nine weeks by the due date. Mentor signature is required. Duplicate this form as needed.

[Download](#)

# UPDATE/CHANGE RESUME

**Note:** Student portal view

IN MY INFO TAB IN THE STUDENT PORTAL, STUDENTS CAN VIEW THEIR CURRENT RESUME OR CHANGE THEIR RESUME, RESET THEIR PASSWORD AND CHANGE PHONE NUMBER.



Username

ayip2030@gmail.com

[Current Resume](#)

First Name

Last Name

Telephone

Email

[Change Resume](#)

[Save](#)

[Reset Password](#)

# ADDITIONAL INFORMATION

## AFTER A STUDENT HAS BEEN APPROVED BY COMPLETING THEIR PREREQUISITES

1. MUST complete one of the items below -
2. **IF they HAVE an INTERNSHIP** - they will SELECT the company that has hired them. If they are not showing up, then the company needs to REGISTER on the [www.aymiami.GetMyInterns.org](http://www.aymiami.GetMyInterns.org) website.
3. **If they don't have an INTERNSHIP** – apply to companies that they are interested in working for. Only the companies they select will be able to view their resume. If the company is interested they will get in touch through the website or email for an interview.
4. REVIEW - Students must review their interview schedule online to see if they have been selected by the companies they have applied to.