Internship Clearinghouse for CEO School Coordinators

Introduction

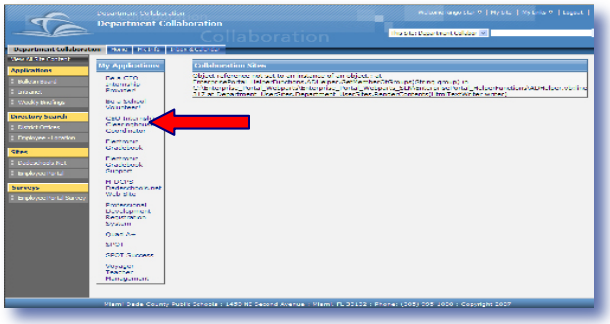
Career Experience Opportunities (CEO) are an integral part of the Secondary School Reform (SSR) Plan. The SSR is a roadmap for substantively altering the educational experience of all senior high school students in Miami-Dade County Public Schools (M-DCPS) to assure that future graduates have the skills that they will need to effectively compete in the new global workplace. CEO serves as an opportunity to engage business and community leaders to expand learning through partnerships that connect to the students' course of study. Juniors and seniors enrolled in Career Academy programs with an organized sequence of classes and instructional activities aligned to an industry are eligible to participate in an internship experience.

Getting Started

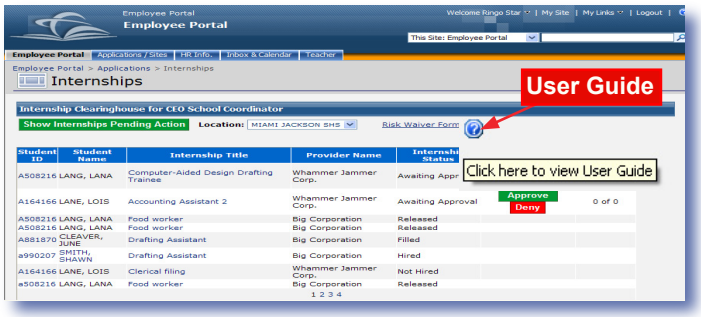
School principals will assign RACF security access for *WIC2-Web Internship Schl Stf* to designated staff as a CEO School Coordinator for CEO Internships. The CEO School Coordinator is responsible for approving students for an internship interview and completing the process by accepting the student for hire with parental consent.

From the Employee Portal, on the **Applications/Sites** tab, under **My Applications**,

▼ **Click CEO Internship Clearinghouse - Coordinator**



The **Internship Clearinghouse for CEO School Coordinator** page displays students participating in internships, waiting for approval for an interview, pending interviews, withdrawn from interviews, hired pending consent form, not hired, and released, or disapproved by the CEO School Coordinator. The viewer can see all internships or display only internships pending action by the CEO School Coordinator.



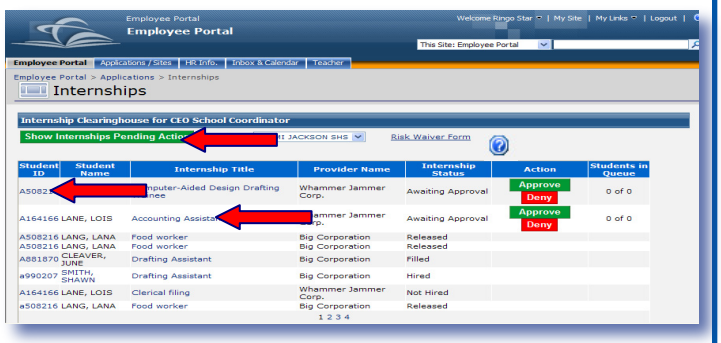
Viewing Internships Pending Action

CEO School Coordinators must approve students for the interview process. Students should be approved for internships based on their course of study aligned to an industry.

To view all pending action,

▼ **Click Show Internships Pending Action**

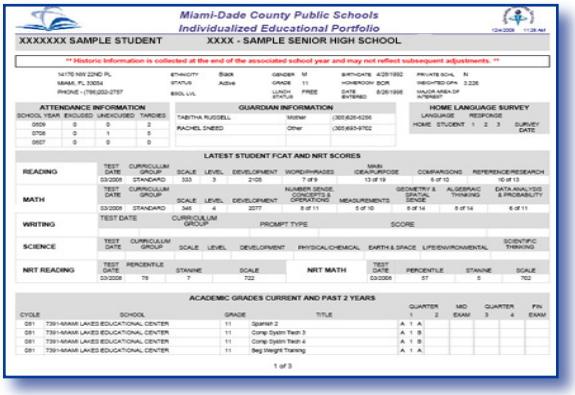
The list of students with pending action for internships will be displayed.



To view the **Individualized Educational Portfolio** information for a student,

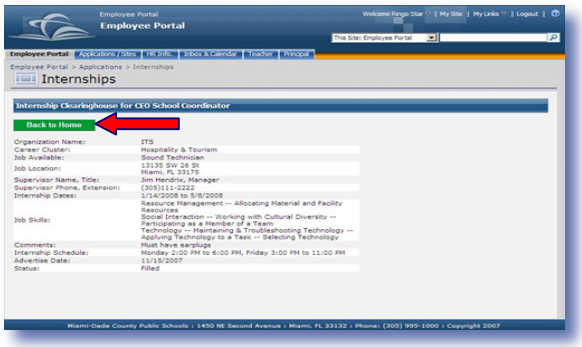
▼ **Click** on the student ID number

The student's **Individualized Educational Portfolio** will be displayed.



To view the details of a job,

▼ **Click** the job title



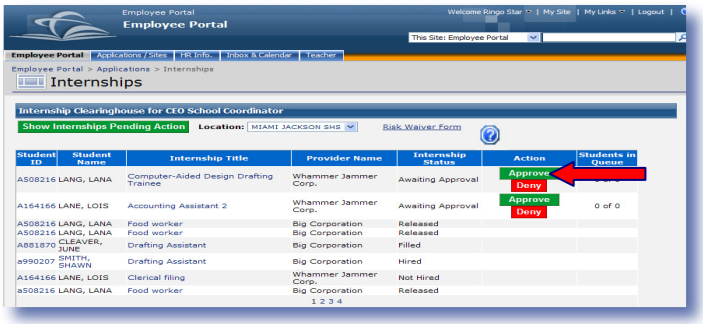
▼ **Click Back to Home** to return to available internships.

Internship Clearinghouse for CEO School Coordinators

Approving Students for Internship Interviews

To approve a student interview for an internship, under **Action**,

▼ **Click Approve**

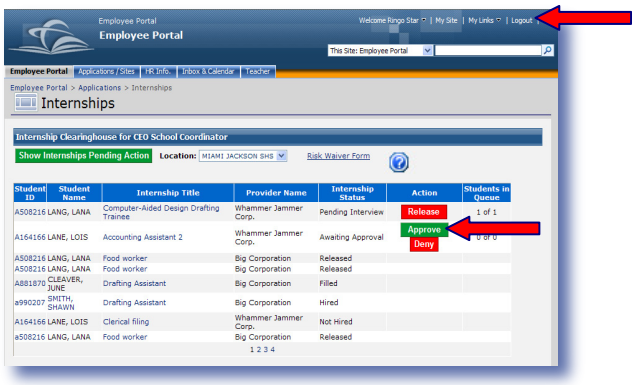


NOTE: CEO School Coordinators can deny an interview request (e.g., Internship is not related to the student's career academy).
To deny an interview for an internship,
▼ Click Deny and confirm

▼ **Click OK** to confirm that you wish to approve this request for an interview.

The internship status will change to **Pending Interview** until the Provider updates the status after the interview.

The student will be placed in the interview queue. If the student is the first one in the queue, he/she will be given the supervisor's contact information so that he/she may schedule an interview. If the student is not the first in the queue, he/she will be informed of his/her position in the queue.

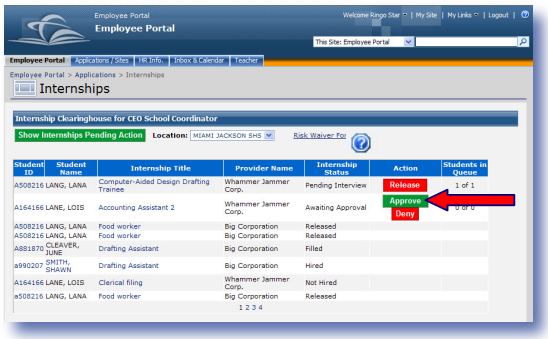


Complete all pending actions. To exit the Portal,

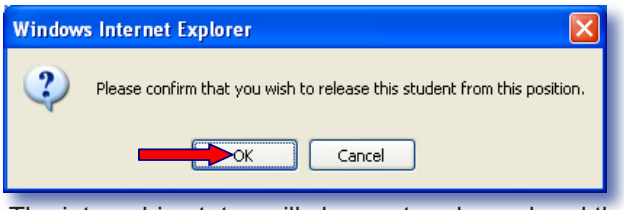
▼ **Click Logout**

Releasing a Student from an Internship Interview

A student can withdraw from an interview on the Student Portal **before** the CEO School Coordinator approves an interview. Only the CEO School Coordinator can release a student from an interview **after** it has been approved. A student can be released from a position if he/she does not schedule the interview in a timely manner.



▼ **Click OK** to confirm that you wish to release this student from this position.



The internship status will change to released and the student can search for another internship.

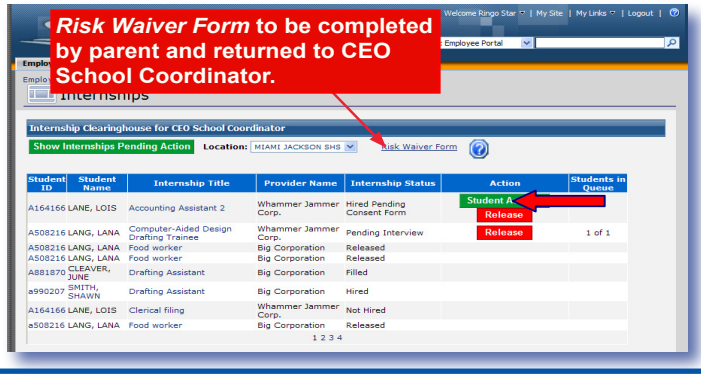
If there are additional students in the queue, the next student will be set to interview.

Hired Pending Consent Form Status

After the interview, the Provider will hire or decline the student. If the student is hired, the internship status changes to **Hired Pending Consent Form**. The Risk Waiver Form must be completed. The CEO School Coordinator will collect the signed parental consent for hire form (Risk Waiver Form) and confirm the student's acceptance.

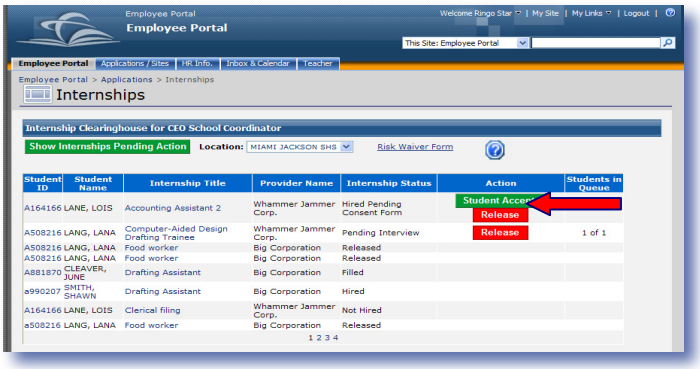
On the **Internship Clearinghouse for CEO School Coordinator** page,

▼ **Click Student Accepts**



If the CEO Coordinator needs to release a student,

▼ **Click Release**



Student Assessments

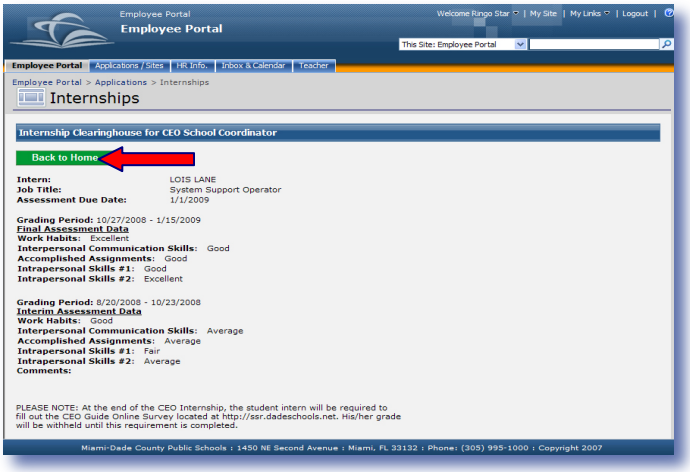
After a student is hired, the Provider is required to submit assessments of the student's performance in five areas. Assessment information is due two weeks before the end of each grading period. An e-mail reminder will be sent to the Provider before the due date. After the due date, assessment information can not be changed.

The assessment information can only be seen by the CEO School Coordinator, not the student.

To view student assessments from the Provider,

▼ **Click** on the student name

The Provider's student assessment will be displayed.



Assessment Descriptions

Work Habits
Student intern's attendance and punctuality is excellent, he/she is dressed appropriately, and is ready to learn and accomplish tasks and assignments.

Interpersonal Communication Skills
Student intern demonstrates correct and effective oral and written language skills and is professional with customers and colleagues.

Accomplished Assignments
Student intern meets deadlines and responsibilities in a reliable and consistent manner.

Intrapersonal Skills #1
Student intern demonstrates honest and ethical behavior and is culturally sensitive.

Intrapersonal Skills #2
Student intern demonstrates adaptability and leadership skills, is self-motivated, creative, and cooperative.

NOTE: At the end of a student's CEO Internship, he/she will be required to fill out the *CEO Guide Online Survey* located at: http://ssr.dadeschools.net. Their grade will be witheld until this requirement has been completed. Please print this and save for future use. Thank you.

To return to the main page,

▼ **Click Back to Home**

Logout

It is important to close the Portal to prevent access to your portal by others.

In the upper right corner of the navigation toolbar,

▼ **Click Logout**

Whom to Contact for Assistance

For further assistance with CEO Internships, contact:
http://ssr.dadeschools.net/email.htm.