

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

Students must log in to the Portal to create an account and register with Password Management (P-Synch) prior to applying for CEO Internships.

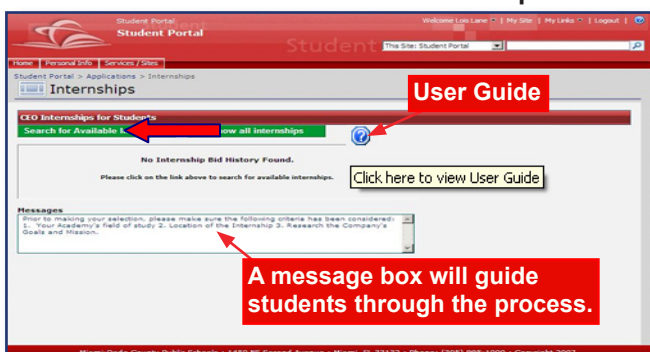
On the **Student Portal** page, from the **Services/Sites** tab, ▼ **Click CEO Internship Clearinghouse**



Prior to making an interview selection, students should consider their academy's field of study, location of internship, and research the company's goals and mission.

Searching for Internships

On the **CEO Internships for Students** page, ▼ **Click Search for Available Internships**

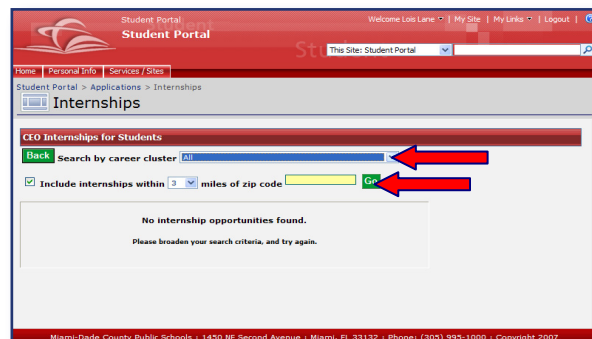


The **CEO Internships for Students** page will be displayed.

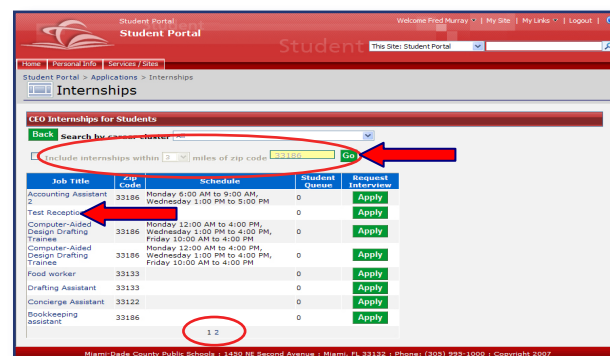
On the **CEO Internships for Students** page,

- ▼ **Select** your career cluster based on your Academy or course of study
- ▼ **Type** the preferred zip code
- ▼ **Click Go**

NOTE: The default will display 3 miles. Un-check the box to view all available internships.



The available internships will be displayed on the **CEO Internships for Students** page with zip codes, schedules, and the number of students in the queue for interviews.



To view the details of a job,

- ▼ **Click** the job title

To sort column information,

- ▼ **Click** on the column heading

To view additional pages,

- ▼ **Click** on the page numbers at the bottom of the screen



To return to the home page,

- ▼ **Click Back to Home**

- ▼ **Click Back to Search** to return to available internships.

Applying for an Internship

Prior to making your selection, please consider the following criteria:

1. Your academy's field of study
2. Location of the internship
3. Research the company's goals and mission

Please note that the student queue shows how many students would be ahead of you to interview for that position.

To request an interview, from the **CEO Internships for Students** page,

▼ **Click Apply** for the appropriate job title

Job Title	Zip Code	Schedule	Student Queue	Request Interview
Accounting Assistant 2	33186	Monday 6:00 AM to 9:00 AM Wednesday 1:00 PM to 5:00 PM	0	Apply
Test Receptionist	33186		0	Apply
Computer-Aided Design Drafting Trainee	33186	Monday 12:00 AM to 4:00 PM Wednesday 1:00 PM to 4:00 PM Friday 10:00 AM to 4:00 PM	0	Apply
Computer-Aided Design Drafting Trainee	33186	Monday 12:00 AM to 4:00 PM Wednesday 1:00 PM to 4:00 PM Friday 10:00 AM to 4:00 PM	0	Apply
Food worker	33133		0	Apply
Drafting Assistant	33133		0	Apply
Concierge Assistant	33122		0	Apply
Bookkeeping Assistant	33186		0	Apply

On the message box,

▼ **Click OK** to confirm that you wish to apply for this job

Please confirm that you wish to apply for this job.

OK Cancel

The CEO School Coordinator will review and approve your request for an interview for the position and you will be placed in the queue at that time. You may only apply for one internship at a time. Once you confirm your intent to apply for a job, you will not be able to apply for any others until someone else is hired for this position, or the employer declines to hire you after the interview. The **Bid Status** will change to **Awaiting Approval**.

Show all internships to view all of the internships you have applied for or Show current internship for most recent.

Title	Bid Status	Withdraw	Student Queue
Clerk: Awaiting Counselor Approval	Withdraw		

If you choose not to interview **before** the request is approved by the CEO School Coordinator,
▼ **Click Withdraw** and confirm

The **Bid Status** will change to **Withdrawn**. You can search for another internship.

NOTE: After a student has been approved for an internship interview, only the CEO School Coordinator can release an applicant from the interview.

To view only the latest internship you have applied for,
▼ **Click Show current internship** button

If you are the first student in the queue, the contact information to schedule the interview will be displayed in the **Messages** box.

Messages
You have reached the interview stage. Please contact Mr. Jim Bartowski to set up an interview with Whammer Jammer Corp. for the position of Computer Technician. The phone number to schedule the interview is 305-111-2222, Extension 115. Whammer Jammer Corp. is located at 1234 Main Street, Suite/Room 105, Mytown, ID 33186.

If you are not the first student in the queue, the **Messages** box will show your position in the queue. If the position is taken by a student before you, the **Bid Status** will change to **Filled** and the **Messages** box will inform you. You can search for another internship.

After Interviewing

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

Risk Waiver Form to be completed by parent and returned to the CEO School Coordinator.



CEO Internships for Students



The **Bid Status** will change to **Hired**. You are now ready to begin your internship. The Internship Provider will be responsible for assessing your performance for each grade reporting period.

NOTE: At the end of your CEO Internship, you will be required to fill out the CEO Guide Online Survey located at: <http://ssr.dadeschools.net>. Your grade will be withheld until you complete this requirement. Please print this and save for future use. Thank you.

If you are not hired, the internship status will become **Not Hired** and the **Messages** box will confirm it. You must search for another internship. The next student in the queue for that internship will become eligible for an interview.

By default, only the latest internship you have applied for is displayed.

To view all of the internships you have applied for,

▼ **Click Show all internships**

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 on Logout**

Whom to Contact for Assistance

For further assistance with **CEO Internships**, contact the CEO School Coordinator at your school.