

# **MAST Academy**

**Maritime and Science Technology High School**  
*A Nationally Recognized School of Excellence*

## **2015-16**

### **INTERNSHIP PROGRAM**



### **INTERNSHIP HANDBOOK**

**Miami-Dade County Public Schools**  
**Miami, Florida**

# **MAST ACADEMY INTERNSHIP PROGRAM**

**INTERNSHIP HANDBOOK FOR 2015 – 2016**

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## INTRODUCTION

Through a community-based internship, students enrolled in the MAST Internship Program are paired with community professionals to gain professional experience and first-hand knowledge in their intended collegiate field of study. Enthusiastic mentors participate in the program and share their time and talents so that interns will have meaningful, career-related experiences. Activities include investigations, presentations, research projects, and program designs.

Upon acceptance into the program, a placement is arranged based on the student's interests, abilities, and transportation needs. During a preliminary interview, students and mentors discuss the activities involved in the internship in order to determine appropriateness of the placement. Mentors assess the student's performance at the internship site.

The MAST Internship Program is an elective course which can be taken for one or two annual credits, depending on the individual student's schedule. A local honors point is awarded for each credit earned. Students do not receive pay during their internship because they are earning high school credit for their work at the internship site. Students must apply for the MAST Internship Program in the spring of their junior year for placement in their senior year.

Any student interested in applying to the MAST Internship Program must meet the following qualifications:

1. Junior or Senior during 2015-16 school year.
2. Parental consent.
3. Means of transportation.
4. Accident insurance coverage.
5. A completed application, submitted prior to the deadline date.

If you have any questions or concerns, please contact:

MAST Academy Outreach  
3979 Rickenbacker Causeway, Room 47  
Miami, FL 33149

Internship Instructors:

Brian Rapoza  
(305) 365-6278, ext. 2223  
[brianrapoza@dadeschools.net](mailto:brianrapoza@dadeschools.net)

Mark Tohulka  
(305) 365-6278, ext. 2222  
[mtohulka@dadeschools.net](mailto:mtohulka@dadeschools.net)

# GENERAL INFORMATION

## CREDITS

- To receive full credit for the MAST Internship Program course, students must spend the required hours at their internship site and must complete all required assignments. For one credit, the minimum number of hours required is five per week throughout the school year, for a total of at least 175 hours for the school year. For each additional credit, the student must complete an additional five hours per week/175 hours per school year.

## ATTENDANCE

- The internship student confers with his/her mentor to establish a convenient time schedule. Mentors and students are asked to be flexible. As situations change, schedules may need to be adjusted. The schedule must indicate the days of the week and the hours that the student will be at their internship site. ***All Internship students must submit their Time Schedule of Proposed Internship Activities to the MAST Academy Outreach Office on or before the deadline stated in the Program Calendar.*** Students are expected to adhere to the schedule that they have developed throughout the school year. If it becomes necessary to change the scheduled days or hours because of the student's or the mentor's schedule, the student must submit a revised schedule to the MAST Academy Outreach Office.
- Students may not remain at their internship site after sundown unless they have express permission from their mentor and parent/guardian. Students usually complete their hours during the regular school week.
- Regular attendance and punctuality are critical. Students should not miss scheduled days at their internship site, and should always arrive on time. ***If a scheduled day must be missed due to a Miami-Dade County Public Schools (M-DCPS) excused absence\*, the student must inform the mentor and mutually determine an appropriate time to make up the missed hours.*** For example, making up missed hours may be done by students attending their internship on any day not regularly scheduled as an internship day or by staying longer on days that are regularly scheduled. All make-up hours must be scheduled with the approval of the mentor. The student **must notify** the mentor **prior** to any absence or late arrival to their internship site. Failure to do so will affect the student's grade.
- Students are not required to attend their scheduled internship day if it falls on a teacher planning day or holiday. However, the student may attend his/her placement on that day if prior arrangements have been made with the mentor. Teacher planning days present a good opportunity to log additional hours and/or hours at a time of day when different activities may occur at the internship site.
- During an extended illness or absence, the student and mentor may make alternative arrangements. Students must notify program advisors of any changes in their schedule and/or outline of proposed internship activities.
- For the student, experience, knowledge and course credit(s) are benefits of the MAST Internship Program. **Monetary compensation to the student is not permitted.** Time spent at the internship site may not be counted as volunteer or community service hours, unless special arrangements are made to acquire those hours **after** the internship requirement is fulfilled.

**\*M-DCPS excused absences:** Student illness, death in the family, observance of religious holiday, school-sponsored event with prior approval by mentor.

## GRADES

- Successful completion of all requirements on or before deadlines is imperative. Required documents include a Program Requirements/Assignments Form (page 9, required of all interns), a Time Schedule of Proposed Activities Form (page 10, required for all off-campus placements), a Student Placement Data Form (required for all off-campus placements, individualized for each student, available from the MAST Academy Outreach Office) and quarterly Log Sheets (pages, 11, 13, 15 and 17, required of all interns). Requirement deadlines are listed in the Program Calendar. **Failure to submit all required internship documents by the deadline listed in the program calendar will result in a failing grade for that grading period.**
- Each quarterly grade is based on the student's performance at their placement site. ***The quarterly grade is determined by the mentor*** and is based on criteria such as student attendance, interest level, motivation, reliability, thoroughness, and progress made towards the development of projects. During the 2<sup>nd</sup> grading period, 10% of the grade will be based on the mentor's evaluation of a proposal for a project or research paper that the student completes during the 2<sup>nd</sup> semester. During the 4<sup>th</sup> grading period, 10% of the grade will be based on the mentor's evaluation of the completed project or research paper. Specific information is on page 9 of this handbook.
- Each grading period, mentors will be sent a Grade Request Report (refer to sample on page 13) by the MAST Academy Outreach Office. Mentors are asked to indicate the student's grade for each grading period. Information about the Miami-Dade County Public Schools grading system is provided on the Grade Request Report. Please return the completed Grade Request Report to the MAST Academy Outreach Office by the deadline indicated on the form.
- If a student is not fulfilling his/her responsibilities or is not attending regularly, please notify the MAST Academy Outreach Office at once so that the situation can be rectified. It is vital that the Outreach Office be advised of any breach of student responsibility. Miami-Dade County Public Schools is required to inform parents/guardians at any time that a student's grade falls below acceptable. Therefore, if a student is in danger of receiving a failing grade (a grade of "D" or "F"), it is imperative to notify the MAST Academy Internship Instructors IMMEDIATELY so that he can contact the parent/guardian of the student. Please contact Brian Rapoza, (305) 365-6278, ext 2223, [brianrapoza@dadeschools.net](mailto:brianrapoza@dadeschools.net) or Mark Tohulka, (305) 365-6278, ext 2222, [mtohulka@dadeschools.net](mailto:mtohulka@dadeschools.net)
- The following information may be useful in relating to the M-DCPS reporting criteria:

**ACADEMIC GRADE:** This grade reflects the student's performance at the internship site. Does he/she complete required tasks? What is the quality of the work produced? Use a letter grade from "A" to "F" (A = Excellent, B = Good, C = Satisfactory, D = Needs improvement, F = Unsatisfactory).

**EFFORT GRADE:** This grade reflects the student's effort corresponding to the student's potential. Does he/she appear to be working to the best of his/her ability? Number "1" indicates that the student is working up to potential; "2" indicates that the student is making an effort but could do more; "3" indicates that the student is making virtually no effort.

**CONDUCT GRADE:** This grade reflects the student's behavior at the internship site. Does the student's manner reflect the accepted standard at your site? Use a letter grade from "A" to "F" (A = Excellent, B = Good, C = Satisfactory, D = Needs improvement, F = Unsatisfactory).

**INTERIM PROGRESS REPORTS:** Due to the academic structure of the MAST Academy Internship Program, interim progress report grades will not be given.

## LOG SHEETS

- Students must maintain a log sheet throughout the school year. Log sheets for each grading period are on pages 11-17 of this handbook. Students should duplicate these forms as needed. Students are responsible for recording their daily hours and activities at their placement site for the period indicated on each log sheet. The log is to be an accurate reflection of the days and hours spent at the internship site. It is the student's responsibility to ensure that each log is signed by the mentor and mailed, faxed or hand-delivered to the MAST Academy Outreach Office each grading period. **Failure to submit signed log sheets before the end of each grading period will result in a failing grade for that grading period.**

## ADDITIONAL INFORMATION

- Students should give their mentor the names and telephone numbers of their parent(s)/guardian(s) in case of emergency. Parent/guardian home, work and cellular phone numbers should be provided.
- Students are to ensure that the mentor or designated person at the placement site knows where they are during their attendance each day at the internship.
- Students should ask their mentor whether there are any clothing requirements and/or limitations. At many placement sites, it is important to wear appropriate and/or specific clothing.
- *Students should refer to their Program Calendar often.* Additional instructions and information are found there. Students are responsible for all information in this handbook and on the Program Calendar, as well as any information found in any other document sent or given to them regarding the MAST Academy Internship Program. Students are also responsible for any information given to them by their mentor, and for following internship site regulations.
- To receive credit for the internship course, in addition to satisfying the required hours, students must complete all assignments relating to the program and their specific project/product. Refer to the Internship Program Requirements/Assignments on page 9 for further details.



# MAST ACADEMY INTERNSHIP PROGRAM

## Program Calendar for 2015 – 2016

### August

08/24 First day of school. Internship orientation: Students must report to the MAST Academy Outreach Office, Room 47 during their scheduled internship period.

08/25 Students with approved internship placements begin reporting to their internship sites.

### September

09/03 Early release day. Off-campus interns leave at 11:55 AM

09/07 Labor Day Holiday. No school.

**09/11 Last day for interns to submit all paperwork requiring signatures: Program Requirements/Assignments (all interns), Time Schedule of Proposed Activities, Student Placement Data Form (off-campus interns).**

09/14 Teacher planning day. No school.

09/23 Teacher planning day. No school.

### October

10/08 Early release day. Off-campus interns leave at 11:55 AM

**10/23 Mentors submit First Quarter grades.**

**10/29 End of first quarter grading period. Interns submit log sheets.**

10/30 Teacher planning day. No school.

### November

11/11 Veteran's Day Holiday. No school.

11/25 Teacher planning day. No school.

11/26-27 Thanksgiving Holiday. No school.

### December

12/10 Early release day. Off-campus interns leave at 11:55 AM

**12/18 Draft of research paper/project proposal due to mentor.**

(Please note: the graded proposal is worth 10% of the grade for the second quarter)

12/21-31 Winter recess. No school.

### January

01/01 Winter recess. No school.

**01/15 Mentors submit Second Quarter grades.**

**01/22 End of second quarter grading period. Interns submit log sheets.**

01/18 Dr. Martin Luther King Holiday. No school.

01/25 Teacher planning day. No school.

### February

02/04 Early release day. Off-campus interns leave at 11:55 AM

02/15 President's Day Holiday. No school.

02/16 Teacher planning day. No school.

### March

03/17 Early release day. Off-campus interns leave at 11:55 AM

03/21-25 Spring recess. No school.

### April

**04/01 Mentors submit Third Quarter grades.**

**04/07 End of the third quarter grading period. Interns submit log sheets.**

04/08 Teacher planning day. No school.

### May

**05/27 Completed Research paper/project due to mentor.**

(Please note: the graded paper/project is worth 10% of the grade for the fourth grading period)

05/30 Memorial Day. No School.

### June

06/03 Last day of internship. **Mentors submit Fourth Quarter grades. Interns submit log sheets.**





Name \_\_\_\_\_

ID # \_\_\_\_\_

Date \_\_\_\_\_

## MAST ACADEMY INTERNSHIP PROGRAM

### Program Requirements/Assignments

***THIS SIGNED FORM MUST BE RETURNED TO THE MAST ACADEMY OUTREACH OFFICE IN ORDER TO CONFIRM YOUR REGISTRATION IN THE MAST INTERNSHIP PROGRAM.***

**I. Proposed Internship Activities:** This is a description of the focus and types of activities that the student and mentor have planned for the entire year of the internship. It is to be completed on the Time Schedule of Proposed Activities form and is required for all off-campus placements. This summary is part of the first quarter's Internship grade. See Program Calendar for due date.

**II. Log Sheets:** Must be signed or initialed by mentor and faxed, mailed or hand-delivered to the MAST Academy Outreach Office each grading period. **Failure to submit signed log sheets before the end of each grading period will result in a failing grade for that grading period.**

**III. Project/ Research Paper Proposal:** Refer to the Program Calendar for the due date. Students and mentors should mutually select the type of proposal that will be submitted in fulfillment of 2<sup>nd</sup> grading period course requirement, depending on students' interests and the nature of the internship. The two options are:

Project Proposal: The student must submit to the mentor a project proposal that includes the following components: topic, outline of proposed work, review of literature, and bibliography. The proposal should be submitted to the mentor for approval and a grade. A graded copy must be sent to the MAST Academy Outreach Office by the due date listed on the Program Calendar.

**OR**

Research Paper Proposal: The student must submit to the mentor a research paper proposal which includes the following components: paper title, problem statement, review of related literature, hypothesis(es), description of proposed experimental design, and bibliography. The proposal should be submitted to the mentor for approval and a grade. A graded copy must be sent to the MAST Academy Outreach Office by the due date listed on the Program Calendar.

**IV. Project/ Research Paper:** The **completed** project/research paper developed from the 2<sup>nd</sup> grading period proposal fulfills the 4<sup>th</sup> grading period course requirement. The two options are:

Final Project: Students must complete the work outlined in the project proposal. The completed project should include a conclusion and an evaluation of the project. The final paper or project should be submitted to the mentor for approval and a grade. A graded copy must be sent to the MAST Academy Outreach Office by the due date listed on the Program Calendar.

**OR**

Final Research Paper: Students should complete the work of the research paper by gathering the data, performing a data analysis, and reporting experimental results, conclusions, and recommendations. The final paper or project should be submitted to the mentor for approval and a grade. A graded copy must be sent to the MAST Academy Outreach Office by the due date listed on the Program Calendar.

**I UNDERSTAND THE PROGRAM REQUIREMENTS IN REGARDS TO THE PROPOSED ACTIVITIES, LOG SHEETS AND ASSIGNMENTS, AS DESCRIBED ABOVE. I ALSO UNDERSTAND THAT INTERIM PROGRESS GRADES WILL NOT BE ISSUED IN THIS COURSE UNLESS REQUIRED DOCUMENTS ARE NOT SUBMITTED BY THE DUE DATE.**

Student  
Signature \_\_\_\_\_

Parent/Guardian  
Signature \_\_\_\_\_

**MAST INTERNSHIP PROGRAM**  
**Time Schedule of Proposed Activities**

Name \_\_\_\_\_ ID# \_\_\_\_\_ Start Date \_\_\_\_\_

Internship Site \_\_\_\_\_ Mentor's Name \_\_\_\_\_

DAY	TIME-IN	TIME OUT	TOTAL DAILY HOURS
6 <sup>th</sup> Period			
7 <sup>th</sup> Period			
After School			
Saturday			
Sunday			

**PROPOSED INTERNSHIP ACTIVITIES\***

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\*ATTACH ADDITIONAL PAGES AS NEEDED.

Student Signature \_\_\_\_\_ Mentor Signature \_\_\_\_\_

**MAST ACADEMY INTERNSHIP PROGRAM**  
**Internship Log Sheet 2015-2016**  
**1<sup>st</sup> Grading Period (Include hours from August 25, 2015 – October 23, 2015)**

Name \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

Internship Site \_\_\_\_\_ Mentor's Name \_\_\_\_\_

Location/Department \_\_\_\_\_

**Instructions:** Each student is required to maintain a record of his/her daily attendance and activities. It is to be **faxed, mailed or hand-delivered** by the student to the MAST Academy Outreach Office by October 29, 2015. Total hours, student and mentor signature are also required. **Failure to submit signed log sheets before the end of each grading period will result in a failing grade for that grading period.**

Date	Time In	Brief Description of the Day's Activity	Time Out	# of Hours	Mentor's Initials
			<b>TOTAL HOURS</b>		

Student Signature \_\_\_\_\_ Mentor Signature \_\_\_\_\_



## MAST ACADEMY INTERNSHIP PROGRAM

### Internship Log Sheet 2015-2016

**2<sup>nd</sup> Grading Period (Include hours from October 26, 2015 – January 15, 2016)**

Name \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

Internship Site \_\_\_\_\_ Mentor’s Name \_\_\_\_\_

Location/Department \_\_\_\_\_

**Instructions:** Each student is required to maintain a record of his/her daily attendance and activities. It is to be **faxed, mailed or hand-delivered** by the student to the MAST Academy Outreach Office by January 22, 2015. Total hours, student and mentor signature are also required. **Failure to submit signed log sheets before the end of each grading period will result in a failing grade for that grading period.**

Date	Time In	Brief Description of the Day’s Activity	Time Out	# of Hours	Mentor’s Initials
			<b>TOTAL HOURS</b>		

Student Signature \_\_\_\_\_ Mentor Signature \_\_\_\_\_



**MAST ACADEMY INTERNSHIP PROGRAM**  
**Internship Log Sheet 2015-2016**  
**3<sup>rd</sup> Grading Period (Include hours from January 19, 2016 – April 1, 2016)**

Name \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

Internship Site \_\_\_\_\_ Mentor's Name \_\_\_\_\_

Location/Department \_\_\_\_\_

**Instructions:** Each student is required to maintain a record of his/her daily attendance and activities. It is to be **faxed, mailed or hand-delivered** by the student to the MAST Academy Outreach Office by April 7, 2016. Total hours, student and mentor signature are also required. **Failure to submit signed log sheets before the end of each grading period will result in a failing grade for that grading period.**

Date	Time In	Brief Description of the Day's Activity	Time Out	# of Hours	Mentor's Initials
			<b>TOTAL HOURS</b>		

Student Signature \_\_\_\_\_ Mentor Signature \_\_\_\_\_





**MAST ACADEMY INTERNSHIP PROGRAM**  
**Internship Log Sheet 2015-2016**  
**4<sup>th</sup> Grading Period (Include hours from April 4, 2016 – June 3, 2016)**

Name \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

Internship Site \_\_\_\_\_ Mentor's Name \_\_\_\_\_

Location/Department \_\_\_\_\_

**Instructions:** Each student is required to maintain a record of his/her daily attendance and activities. It is to be **faxed, mailed or hand-delivered** by the student to the MAST Academy Outreach Office by June 3, 2016. Total hours, student and mentor signature are also required. **Failure to submit signed log sheets before the end of each grading period will result in a failing grade for that grading period.**

Date	Time In	Brief Description of the Day's Activity	Time Out	# of Hours	Mentor's Initials
			<b>TOTAL HOURS</b>		

Student Signature \_\_\_\_\_ Mentor Signature \_\_\_\_\_





