

MIAMI-DADE COUNTY INTERNSHIP PROGRAM

SUMMARY

The County Internship Program exposes college and high school students to the rich variety of career opportunities available in County government, while gaining real-world work experience and guidance from industry professionals. Internship opportunities are generally unpaid; however, departments may develop hard-to-recruit paid internship opportunities for selected occupations.

Internships generally last one semester coinciding with the school schedule. Some internships are created for the school year. Miami-Dade County will work to accommodate department, student and school requests for longer or shorter periods.

PROCEDURE

1. Departments interested in offering college or high school internship opportunities must contact the Human Resources Department (HR)/Recruitment, Testing and Career Development Division Internship Coordinator to discuss and develop meaningful opportunities and set-up timelines. All departments must notify HR of all existing internship programs and participants individually arranged. The HR Recruitment and Internal Placement Section provides guidance to departments on all internship issues, and maintains countywide documentation of all ongoing internships.
2. Departments must develop a special project(s) or work assignment(s) for each internship position. The Human Resources Department Internship Coordinator will assist the department in developing these opportunities and defining skill requirements.
3. Departments wishing to develop paid internship positions must secure approval with the Office of Management and Budget (OMB).
4. Miami-Dade County in partnership with Miami-Dade County Public Schools will host internship opportunities throughout the school year. The HR Internship Coordinator will contact departments and assist in developing meaningful opportunities for these students.
5. High school or college students who wish to participate in internships with Miami-Dade County may obtain information and apply online through the Miami-Dade County Human Resources Department website.
6. Miami-Dade County Human Resources Department will recruit for internship positions with the appropriate educational institutions and work to develop opportunities for students applying online. The HR Internship Coordinator will screen all candidates and schedule interviews with participating departments.
7. All students selected by departments for internship positions must pass a background check and a basic physical examination paid by the participating departments. HR will coordinate this activity.

8. Before the internship commences, the department must finalize the project or assignment, define internship objectives, and assign a supervisor/mentor. At the beginning of the internship, the department must formally orient the intern to the department and inform the intern of expectations, responsibilities, assignment objectives, department rules, appropriate attire, and other relevant issues. During the internship, departments should maintain time records and monitor the intern's performance. The supervisor/mentor should meet with the intern regularly for instructions and feedback on the intern's performance.
9. At the completion of the internship, all departments must advise the HR Internship Coordinator of the internship completion date and provide feedback on the experience. The Internship Coordinator will work with departments to develop new opportunities and timelines for future internship opportunities.

CONTACT(S):

Department/Division

Human Resources Department Internship website:

<http://www.miamidade.gov/humanresources/training-internships.asp>

Recruitment, Testing and Career Development Division Internship Coordinator:

Internships@miamidade.gov