

**M-DCPS/UTD  
LETTER OF UNDERSTANDING**

**Summer Youth Internship Program**

Pursuant to Appendix E, Rules and Regulations Governing Salary Schedules, Credential Payments, Supplements, and Varsity Athletics, of the current labor contract between Miami-Dade County Public Schools (M-DCPS) and the United Teachers of Dade (UTD), the parties have met to discuss modifications to the contract regarding Part-time Hourly Salary Schedules (AU) and (AT) effective for the Summer Youth Internship Program.

The Summer Youth Internship Program (SYIP) is a program that provides students with hands-on learning and skills development through real-world work experience under the guidance and supervision of supportive adults who have relevant knowledge and skills in their field. From July 1, 2024, through August 5, 2024, the students are enrolled as interns in a five-week program requiring 150 hours, 30 hours each week. To assist in the implementation and monitoring of SYIP, M-DCPS will employ part-time teachers to serve as Internship Supervisors. General Education Internship Supervisors will carry a student workload of 50:1; Special Education Internship Supervisors will carry a student workload of 10:1.

**Work Hours and Compensation**

- The work schedule will extend over a period of seven weeks, with a commitment of 30 hours per week, culminating in a total of 210 hours. For the Summer 2024 session, Internship Supervisors are required to commence their duties on June 18, 2024, and continue through August 7, 2024. Juneteenth (June 19) is recognized as a legal holiday for 12-month employees; therefore, Summer Youth Internship Supervisors will not be scheduled to work on this day. The specified dates are subject to annual adjustments in accordance with program requirements.
- Employees will not be required to work July 5, 2024, but will be permitted to work additional hours during the pay period in question to accommodate the loss of hours from July 5, 2024.
- To compensate for the additional workload, General Education Internship Supervisors and Special Education Internship Supervisors will be paid \$45.00/hour.
- Hourly teachers who work the 7-week duration at 30 hours a week for a total of 210 hours and Internship Supervisors who work from June 18 through August 7, 2024, will be paid a Retention Stipend in the amount of \$600.
- Due to the concern over student academic achievement and the need for continuous instruction, employees must not be absent more than two (2) days and hourly employees must not be absent for more than ten (10) hours to be eligible for the stipend.

**Selection of Teachers**

- Teachers shall possess a valid teacher certification and be eligible to be hired for summer employment.
- Priority will be given to teachers that have prior internship supervision and/or On-the Job Training (OJT) supervisory experience.
- Teachers who are currently teaching in a career academy or have been assigned as the school's Internship Champion will also be given priority.
- Prior work experience and experience working with business partners is a plus.

**Internship Supervisor Responsibilities**

Internship Supervisors serve as liaisons to develop and maintain positive relationships with internship providers, education professionals, and other organizations to ensure the success of the SYIP. Their responsibilities are outlined below:

- Attend the required professional learning workshops prior to the start of the SYIP. These workshops are scheduled in the Professional Learning platform (PDMS) and cover program requirements as well as the use of various software applications.
- Participate and attend weekly teacher Internship Supervisor meetings held at William H. Turner Technical Senior High School. The meetings can be held in-person or virtually with the program administrator to discuss any needed information/concerns and share best practices.
- Schedule first appointment with intern and employer immediately after reviewing each intern's electronic folder.
- Verify that students being paid by the SYIP grant have opened an EdFed – The Federal Educational Credit Union - account.
- Notify interns of summer services attendance and program policies, including timesheet completion via electronic method.
- Complete visitation/communication documents with needed information. Ensure that any collected forms have been uploaded to electronic folder.
- Schedule appointments and notify worksite supervisors of a contact number for them and the Internship Hotline (305-693-3005).
- Document telephone sessions on contact log and site visits with a photograph and on visitation document and screenshot if it is a remote internship.
- File all email correspondence with students (put it in writing) in student electronic folders as well as review, grade and upload all internship assignments.
- Input grades in gradebook weekly and meet gradebook deadlines.
- Obtain and review weekly time sheets emailed confirming a supervisor's signature before submitting form to assigned administrator.
- Optional: Invited to attend the SYIP Recognition Event to celebrate the end of a successful SYIP to be held at a date still to be determined.

Both parties agree that any provision not expressly contained within this LOU will continue to be governed by the existing M-DCPS/UTD collective bargaining agreement. Nothing in the LOU or any other published M-DCPS policy constitutes a waiver of any specific provision of the UTD/M-DCPS contract.

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*[Signature Page Attached]*

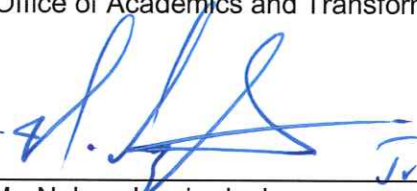
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