

2019 SUMMER YOUTH INTERNSHIP GUIDELINES

Our Vision:

World Peace, through extraordinary leadership.

Our Goal:

Transform the economic landscape of Miami by raising the average household income to above the national average!

Who We Are:

Team Sage is a confident, committed and proud team of people that are committed to contributing to others while being integrated, balanced, honest and congruent. We work within our 14 points of culture to ensure that everyone is achieving joy, satisfaction, and freedom in their lives.

Working with a business coach, you will achieve what you never thought was possible. Imagine having a business growth strategies planning session with your team to have them on fire to help you grow your business. What if you could create a marketing strategy that your team wanted to fulfill on?

We educate ourselves, our clients and those that we work with inside of fun and enthusiasm. Our products are of the highest quality and value for the money.

Our clients, no matter what size, are eager to learn and grow and are willing to have us work with them to achieve their goals. They are forward thinking and committed to being team players.

Our clients are selected more on attitude than size and they want to work with us because we understand that people are important and that systems should run a company. We offer the most practical, applicable and fastest strategies of growth, and most importantly, we honor what we say.

Take the opportunity to meet some of the members of our team by attending one of our upcoming events. Check out our schedule of Business Building Workshops and register today!

South Florida's Number 1 Small Business Coaching Team coaching business owners to be successful beyond what they think is possible so that both their businesses and their communities thrive.

14 Points of Culture:

1. Commitment

I give myself and everything I commit to 100% until I succeed. I am committed to the Vision, Mission, Culture and success of ActionCOACH, its current and future team, and its clients at all times.

2. Ownership

I am truly responsible for my actions and outcomes and own everything that takes place in my work and my life. I am accountable for my results and I know that for things to change, first I must change.

3. Integrity

I always speak the truth. What I promise is what I deliver. I only ever make agreements with myself and others that I am willing and intend to keep. I communicate potential broken agreements at the first opportunity and I clear up all broken agreements immediately.

4. Excellence

Good enough isn't. I always deliver products and services of exceptional quality that add value to all involved for the long term. I look for ways to do more with less and stay on a path of constant and never ending improvement and innovation.

5. Communication

I speak positively of my fellow team members, my clients and ActionCOACH in both public and private. I speak with good purpose using empowering and positive conversation. I never use or listen to sarcasm or gossip. I acknowledge what is being said as true for the speaker at that moment and I take responsibility for responses to my communication. I greet and farewell people using their name. I always apologize for any upsets first and then look for a solution. I only ever discuss concerns in private with the person involved.

6. Success

I totally focus my thoughts, energy and attention on the successful outcome of whatever I am doing. I am willing to win and allow others to win: Win/Win. At all times, I display my inner pride, prosperity, competence and personal confidence. I am a successful person.

7. Education

I learn from my mistakes. I consistently learn, grow and master so that I can help my fellow team members and clients learn, grow and master too. I am an educator and allow my clients to make their own intelligent decisions about their future remembering that it is their future. I impart practical and useable knowledge rather than just theory.

8. Team Work

I am a team player and team leader. I do whatever it takes to stay together and achieve team goals. I focus on co-operation and always come to a resolution, not a compromise. I am flexible in my work and able to change if what I'm doing is not working. I ask for help when I need it and I am compassionate to others who ask me.

9. Balance

I have a balanced approach to life, remembering that my spiritual, social, physical and family aspects are just as important as my financial and intellectual. I complete my work and my most important tasks first, so I can have quality time to myself, with my family and also to renew.

10. Fun

I view my life as a journey to be enjoyed and appreciated and I create an atmosphere of fun and happiness so all around me enjoy it as well.

11. Systems

I always look to the system for a solution. If a challenge arises I use a system correction before I look for a people correction. I use a system solution in my innovation rather than a people solution. I follow the system exactly until a new system is introduced. I suggest system improvements at my first opportunity.

12. Consistency

I am consistent in my actions so my clients and team mates can feel comfortable in dealing with me at all times. I am disciplined in my work so my results, growth and success are consistent.

13. Gratitude

I am a truly grateful person. I say thank you and show appreciation often and in many ways, so that all around me know how much I appreciate everything and everyone I have in my life. I celebrate my wins and the wins of my clients, and team. I consistently catch myself and other people doing things right.

14. Abundance

I am an abundant person, I deserve my abundance and I am easily able to both give and receive it. I allow abundance in all areas of my life by respecting my own self worth and that of all others. I am rewarded to the level that I create abundance for others and I accept that abundance only shows up in my life to the level at which I show up.

SYIP Protocol for Student Intern:

1. Work the entire length of the internship (5 weeks/150 hours, activities such as cheerleading camp, vacation, football practice, etc., cannot be used as excuses for absences during the internship.)
2. Report on the first and last day of the internship (an absence on the first or last day may be grounds for withdrawal from all summer services programs.)
3. Follow the schedule as assigned by the Internship Provider (internship supervisors assign hours; students may not have hours changed to suit their needs.)
4. Complete all assignments as indicated in Internship Assignment Course and found in Student Handbook (student intern receives high school credit and/or dual enrollment credit for the internship.)
5. Observe Summer School Attendance Policy (no more than two absences allowed.)
6. Make up any hours for stipend payment purposes, if applicable. All hours must be completed prior to the end of the SYIP program (August 2, 2019.)

Integrating into the Internship Environment – DO’s and DON’TS:

DO:

- be on time
- be responsible
- be dependable
- be cooperative
- be honest
- be pleasant and polite
- be alert coming and going to work
- dress for success
- be a team player

DON’T:

- use street language
- eat at your desk
- use the Internet for personal use
- check personal e-mails
- chew gum
- play personal music devices while on the job
- text on the job

You and Your Internship Supervisor (at work site):

- Make a note of your supervisors' names and telephone number both Internship Supervisor and M-DCPS Instructional Supervisor, in case of emergency.
- If you are ill and cannot go to work, call your Internship Supervisor and the M-DCPS Department of Career and Technical Education at 305-693-3030, as soon as possible.
- If you become ill at work, notify your Internship Supervisor and ask permission to leave.
- Listen carefully when instructions are given. If necessary, take notes. Ask questions when you do not understand the instructions.
- Follow instructions; do not improvise. There may be a reason why a job is done in a particular manner.
- If you are directed to use equipment you are unfamiliar with, ask for instructions.
- Do not risk injuring yourself or damaging the equipment.
- The records you handle are confidential. Do not disclose information you may see.
- Ask your internship supervisor if there is additional work if you feel underutilized.

Getting Along with Others:

- If a problem arises, try to solve it with your co-workers. If not, ask for assistance from your internship supervisor and/or the M-DCPS Instructional Supervisor.
- If you are given an assignment by more than one person, check with your internship supervisor as to which task takes priority.
- Pitch in and help when things are busy. Be willing to stay after work, however, stay alert and be safe.
- Observe the individuals with whom you work. What characteristics do they have that will help you to succeed? Work to develop them.

Dress Policy

- Business attire, clean and pressed

Cell Phone Policy

- Cell phone use and texting only during break
- Ask permission to answer or make an urgent call

Breaks

- You will have a 30-minute daily lunch break
- We recommend you pack a lunch
- The closest dining option is Vicky Bakery or Off the Mile Restaurant

Parking

- The building does not provide parking
- There is metered parking, average cost is \$10/day
- We recommend you use public transportation (Metrorail and trolley)

Hours and Holidays

- Our regular office hours are Monday – Friday, 8 -5
- Your schedule will be Monday – Friday, 10:30 – 5, with a 30-minute lunch break
- Our office is closed for most Federal Holidays
- The Federal Holiday that will affect you is Independence Day

Workplace Harassment

We have a policy of zero tolerance of workplace harassment based on race, color, religion, national origin, sex (including pregnancy), age, disability, genetic information, marital status, parental status, sexual orientation, and reprisal/retaliation. Individuals engaging in behavior or conduct that violates this policy will be terminated immediately and subject to appropriate disciplinary measures.

Team Members

Jody Johnson – Firm Owner, Business Coach – jodyjohnson@actioncoach.com

Douglas Barra – Co-Owner, Business Coach – douglasbarra@actioncoach.com

Amanda Noboa – Business Coach – amandanoboa@actioncoach.com

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