



February 22, 2007

Dear AOIT junior:

Enclosed you will find important information that should be helpful to you in your AOIT internship. Please read the material and utilize the suggestions to make the most of your internship experience.

We require you to keep a journal of your internship experience. (Examples of the journal form are in the notebook.) At the end of each week, please place a copy of your journal for the week in your portfolio. In addition, you are required to give a final presentation at the end of the internship. The employer, school representatives, parents and others may be present during your presentation. This will be the time to share what you have learned and thank the people you have worked with during the internship.

Your journal will be a key element in preparing your presentation. You will use your journal entries to recall information and experiences you might have otherwise overlooked if they hadn't been written down. You can use a variety of means to create your project and it should include visuals. Completion of the internship and presentation will secure the internship credit (1 elective credit).

The positive impression you make will be helpful to you in the future when you are seeking a reference or a permanent position. Recognize that through your job performance you are also creating an impression for the entire Academy program. We hope this experience will ensure that your employer will warmly receive future Academy interns. Your internship will give you a chance to demonstrate your competence and initiative and we hope you will use it as an opportunity to learn and grow.

Sincerely,

Julie Oster, Director  
AOIT



# ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

## INTERN CHECKLIST *For student use only*

Date Completed	Task	Action
	Pre-Internship Questionnaire	Turn in to Ms. Oster by Feb. 22
	Prerequisites for placement	Turn in to Ms. Oster by March 1
	Student Intern Standards of Conduct	Turn in to Ms. Oster by March 1
	Mock Interview	During school day(March)
	Interview	Sign up based on postings
	Interview	Sign up based on postings
	Interview	Sign up based on postings
	<b>Internship Secured – turn in signed Internship Agreement (copy to supervisor)</b>	<b>Fax to Ms. Oster – 387-3023 prior to starting internship</b>
	Set up on-site visit with AOIT director and supervisor	TBD
	Completion of on-site visit	TBD
	Daily journal complete	During internship, turned in one week prior to presentation
	Vocabulary complete	During internship, turned in one week prior to presentation
	Time Sheet complete and verified by mentor	End of internship hours, turned in one week prior to presentation
	Student Intern Evaluation complete	End of internship hours, turned in one week prior to presentation
	Mentor Evaluation complete and faxed or sent to Ms. Oster	End of internship
	PowerPoint complete	Turned in to Ms. Oster one week prior to presentation
	Internship Presentation	Senior Year Dates available 9/07



# ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

## PREREQUISITES FOR INTERNSHIP PLACEMENT

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1. Excellent attendance and punctuality during your junior year – no more than five absences per term
2. Passing grades in all Academy courses and an overall GPA of 2.5  
If you do not have an overall GPA of 2.5, you must submit:
  - A written request for an internship, including bulleted reasons why you should be awarded an internship
  - Two (2) teacher recommendation letters
3. Satisfactory performance on the preliminary interview conducted at the school by Academy Staff or business representative
4. Submission of an acceptable resume
5. Availability for a minimum of 180 hours either full time in the summer or part time beginning in the spring
6. Personal possession of requisite documents (social security card, green card, working papers, etc.)
7. Proper business attire and careful grooming for all appointments
8. On time for internship interview, testing, and placement (Failure to keep appointments will result in removal from internship pool)
9. Attendance at the Academy pre-internship meeting
10. Acceptance of placement tendered by sponsor organization  
Students may not reject a job offer; any problem related to placement must be brought to the immediate attention of the Academy office.

*I have read the above and understand that these criteria must be met before I will be eligible for an internship placement through AOIT. I further understand that the AOIT Board and Apex High AOIT teacher team will do everything possible to secure an internship, but the ultimate responsibility is mine. Though not preferred, it may be necessary to complete the internship requirement during the school year.*

AOIT Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Witnessed by (Parent Signature) \_\_\_\_\_ Date \_\_\_\_\_



# ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

## STUDENT INTERN STANDARDS OF CONDUCT

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- ◆ I will be punctual and conscientious in the fulfillment of my commitment and duties.
- ◆ I will accept supervision graciously.
- ◆ I will conduct myself in a dignified, courteous, and considerate manner.
- ◆ I will take any problems, criticisms, or suggestions to my supervisor.
- ◆ I will follow all company policies and procedures (dress code, safety, training, etc.).
- ◆ I will always knock on closed doors.
- ◆ I will not discuss or ask about the amount of money other employees earn.
- ◆ I will not chew gum or eat food while working.
- ◆ I will not bring friends to the worksite.
- ◆ I will not solicit the organization or employees for donations, fundraisers, etc.
- ◆ I will always notify my supervisor if I am not able to report for work.
- ◆ I will only work when and where assigned.
- ◆ I will refrain from loud talking and inappropriate laughing.
- ◆ I will not use company phones for personal calls.
- ◆ I will not use my cell phone for any reason while on the job.
- ◆ I will not surf the Internet, use personal email, or play games while on the job.

*Interns follow the same code of conduct as other members of the team. I further understand that all business information is confidential and any dissemination of this information could lead to legal prosecution. Always remember that you are representing our Apex HS and AOIT to the public.*

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Intern signature

Date

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AOIT Director signature

Date

Conduct



# ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

## TRAITS OF A SUCCESSFUL WORKER

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### Responsible

- ◆ Work hard for excellence, even if a task is unpleasant.
- ◆ Pay attention to detail.
- ◆ Work toward high standards of attendance, punctuality, and attitude.

### Confident

- ◆ Believe in your own self-worth, skills, and abilities.
- ◆ Be aware of how your emotions, behavior, and attitude can affect others.
- ◆ Take responsibility for your actions.

### Sociable

- ◆ Be friendly, sensitive, and polite to others.
- ◆ Be interested in what others say to you.
- ◆ Be flexible so you can interact with people from different backgrounds.

### Self-Managing

- ◆ Know your own abilities, skills, and knowledge.
- ◆ Set realistic personal goals and be self-motivated to achieve them.
- ◆ Use others' criticism and feedback to improve yourself

### Honest/Ethical

- ◆ Know your community's and organization's codes of ethics.
- ◆ Know how behavior that violates these codes hurts individuals and the organization.
- ◆ Be committed to ethical behavior in the workplace.

## Student Guide

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### Internship



# ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

## WHAT DO EMPLOYERS EXPECT OF ME AS AN INTERN?

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### Employers expect me to:

- ◆ Come to work everyday...on time.
- ◆ Make smart decisions.
- ◆ Follow directions.
- ◆ Concentrate on my work and care about the quality of my work.
- ◆ Read, write, and calculate well.
- ◆ Recognize problems and find solutions.
- ◆ Finish a job when I'm supposed to without sacrificing quality.
- ◆ Be honest and dependable.
- ◆ Take the lead and work hard.
- ◆ Communicate well and get along with other people, especially customers.
- ◆ Dress properly and practice good grooming.
- ◆ Be cooperative
- ◆ Have a positive attitude.

### Skills for Success in the 21<sup>st</sup> Century:

#### *What skills are employers looking for?*

#### 1. THE ABILITY TO LEARN

With technology changing so rapidly, more than ever, employers are searching for employees who can acquire, process, and apply new information.

#### 2. THE BASICS: STRONG READING, WRITING, AND MATH SKILLS

Companies are increasingly demanding that their new employees have these skills.

#### 3. GOOD COMMUNICATION SKILLS – ESPECIALLY LISTENING AND SPEAKING SKILLS

Good communications skills are the single most important factor in workplace success after having an understanding of one's job.

#### 4. GOOD INTERPERSONAL COMMUNICATION SKILLS – ESPECIALLY A GOOD ATTITUDE

A good attitude about one's job and motivation to take initiative on important issues and ideas are key to being successful in any job.

#### 5. CREATIVE THINKING AND PROBLEM-SOLVING SKILLS

People who can recognize and define problems, come up with new approaches and solutions and put them into action help a company stay competitive. This is a very important skill employers are looking for in this tight economy.

## GUIDELINES FOR INTERVIEWS

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### Interview

1. Mock interviews will be held at school prior to AOIT internship interviews. Evaluations will be given directly to AOIT students.
2. Every effort will be made by the AOIT Academy Team to provide possible internship leads. Job descriptions for the internships will be provided by the business to the AOIT director who will provide the internship leads and job descriptions to AOIT students. **However, the interview and the secured internship are the ultimate responsibility of the AOIT student.**
3. Businesses will provide job descriptions to AOIT and they will be posted at the AOIT office (606A) and/or on the AOIT website.
4. AOIT student will select three businesses with whom they would like to interview.
5. The internship provider's contact information will be provided to a maximum of three students per position. It is the AOIT student's responsibility to contact the business and schedule the interview.

### Potential Interview Questions

1. Tell us something about yourself.
2. What do you think are your personal and academic strengths in school? Other areas?
3. Weaknesses in school? Other areas? (Explain how you are working to improve)
4. What would you consider to be the highlight(s) of your life thus far?
5. Are you available and interested in working more than six weeks?
6. What final report card are you anticipating in May 2005
7. What part of (insert specific course) do you enjoy the most?
8. Why are you interested in this position?
9. If you were working in a corporation and a client came to you expressing unhappiness with a service she/he received, how would you handle the situation?
10. If your internship supervisor asked you to make copies, file, or fax letters to a client, would you have any problem performing these tasks?
11. If you are scheduled to start work at 9:00 am and you arrive at 9:03 am, are you late?
12. What would you do if you find that after two weeks your internship is not what you had expected and you are very unhappy?



# ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

**\*THIS COMPLETED FORM MUST BE FAXED TO MRS. OSTER AT 919.387.3023 PRIOR TO STARTING INTERNSHIP HOURS\***

## INTERNSHIP AGREEMENT

Student Name: \_\_\_\_\_ Business: \_\_\_\_\_

Business Sponsor: \_\_\_\_\_

Business Address, City, Zip: \_\_\_\_\_

Business phone: \_\_\_\_\_ Business FAX: \_\_\_\_\_

Business email: \_\_\_\_\_ Internship start date: \_\_\_\_\_

Number of weeks: \_\_\_\_\_ # Hours per week \_\_\_\_\_

Rate of pay: \_\_\_\_\_ per \_\_\_\_\_ Frequency of payment: \_\_\_\_\_

### The Student Intern agrees to:

1. Undertake activities that provide a comprehensive view of the organization and that focuses on the roles, responsibilities, and functions of the business sponsor.
2. Consult with AOIT director on a regular basis.
3. Be regular in attendance and on time to assigned internship.
4. Notify AOIT director and business sponsor should accident or illness occur.
5. Conform to the regulations of the sponsor organization (dress, conduct, etc.)
6. Understand that dropping the internship will result in a failing grade.
7. Understand the AOIT director and the business sponsor must give permission to terminate the internship.
8. Complete the required journal and turn it in at the designated time.
9. Complete the required project and turn it in at the designated time.
10. Abide by any regulations, practices, and procedures of the Wake County Public School System and the Wake County Public School System Internship Program.
11. Provide the AOIT director with a copy of the internship schedule.

### The AOIT Director agrees to:

1. Monitor the student performance during the internship.
2. Read and evaluate the student journal and project.
3. Maintain contact with the business sponsor.
4. Schedule regular meetings with and advise the student intern on appropriate behavior, performance standards, and academic information.

### The Parents agree to:

1. Provide transportation for the student to and from the internship location.
2. Encourage the student to complete all requirements of the internship program.
3. Provide automobile, health and accident insurance for the student.
4. Report any concerns regarding internship to certified staff sponsor.

### The Business Sponsor agrees to:

1. Provide a challenging learning situation for the student intern.
2. Assist the student intern with project ideas.
3. Assign a mentor to work with the student intern and evaluate all work products.
4. Confer with student intern to provide feedback on strengths and areas to be improved.
5. Keep a record of student intern's hours.
6. Notify the AOIT director if the student intern is not attending the internship promptly and regularly.
7. Compensate the student at the rate and frequency above.

\_\_\_\_\_  
Student Intern Signature date AOIT Director Signature date

\_\_\_\_\_  
Business Sponsor Signature date Parent Signature date

Int\_Agreement





# ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

## INTERNSHIP JOURNAL

**Directions:** You will begin your journal at the start of your internship. At the conclusion of your internship (180 hours) you are required to share your journal with your business sponsor and AOIT director. Please have them sign the appropriate space in the journal. This journal is used to help determine your final grade.

One useful way of keeping track of what you are learning is to keep a personal journal of your activities. A journal causes you to think about your experiences and can help give insight into what you are experiencing and feeling. It is also a useful record of your learning.

**To be most effective, the journal should not be merely a log of events.** It should be a means to analyze or reflect on the activities you are performing and the new things you are learning. In addition, it helps you to recognize important events and to relate your stated objectives to what you perceive you are learning and doing.

Use the following to help you decide what information to include in your journal entries:

1. Job Description
  - Describe in as much detail as possible what you will be doing during your internship. You may need to add to this description as your internship progresses.
  - How do your job responsibilities match your own personal objectives?
2. The Organizational Setting
  - What is the organizational structure? Who are the leaders? Who makes things happen?
  - Who are the clients/customers of the organization?
  - Describe the work atmosphere at your internship site. How are decisions made? Is it a cooperative or competitive atmosphere?
3. Journal Entries
  - Describe what you did and what you observed at your internship site.
  - Describe what was the best thing that happened to you today. How did it make you feel?
  - Describe what new skills or knowledge you have learned since beginning the internship. How might these new skills or knowledge help you in future job searches?
  - Describe what people do who work at this occupation. Describe a typical day at your site.
  - Describe some of the advantages and disadvantages of working at this occupation.
  - How have your duties changed since you first started? Have you been given more responsibility?
  - What do you feel is your main contribution to your internship site?
  - How do the people at the internship site treat you? How does it make you feel?
  - What have you done this week that makes you proud? Why?
4. Questions You May Want To Ask Your Mentor During Your Internship
  - How did you become interested in this field?
  - What training or education must you have to pursue this interest?
  - What do you like the most or the least about your work?
  - What skills do you use most often?
  - What personal qualities are helpful?
  - What are the major problems or frustrations in your work?
  - What advice would you give to someone interested in this field?
  - How will work in this field affect your lifestyle?



# ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

## INTERNSHIP JOURNAL

### PART 1: Writing Log

The writing spaces that follow are provided to help you record the internship experience. Please enter the date for each day spent on your internship and write a detailed descriptive paragraph concerning activities in which you were engaged and/or activities that you observed. If you need more space, you may attach additional paper.

\_\_\_\_\_  
Business Sponsor

\_\_\_\_\_  
End hour check

\_\_\_\_\_  
Date

\_\_\_\_\_  
Certified Staff Sponsor

\_\_\_\_\_  
End hour check

\_\_\_\_\_  
Date

Date:

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# ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

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# ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

## EXAMPLE OF A DAILY JOURNAL ENTRY

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### FORMAT

Date:

Activities:

Technical Information:

Reflection:

### SAMPLE ENTRIES

Date:	5/15/05
Activities:	Observed how a team decided on a database design
Technical Information:	(Suggestions – describe a procedure; list equipment or software used; identify academic skills applied; define new terms)
Reflection:	I learned that it is very important to work in a team and that each team member has a role. The team used Visio to graph the design of the database as a communication tool.

Date:	5/20/05
Activities:	Observed the CAD/CAM area; design for a propeller
Technical Information:	(Suggestions – describe a procedure; list equipment or software used; identify academic skills applied; define new terms)
Reflection:	I never realized that the engineer, CAD operator, and CAM operator must work so closely together. They all talk by computer.

### PROMPTS FOR REFLECTION

I especially liked...

I was surprised by...

I don't understand...

I realize that...

It was interesting that...

I never realized that...

I learned that...

I discovered that...

Student Guide

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Internship



# ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

## INTERNSHIP JOURNAL (Continued)

PART II: **Workplace Terminology** – Record new words and their definitions that you learn during your internship

Word:

Definition:

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# ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

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# ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

## STUDENT INTERNSHIP EVALUATION

The following questions are designed to help you summarize the internship experience. You may draw from your journal entries. Please answer these questions at the conclusion of your internship.

1. What occupation specific skills did you observe/practice/learn?

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2. Describe a comprehensive career plan for an occupation you identified.

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3. What is your overall rating of this program as a learning experience?

Excellent: \_\_\_\_\_ Good: \_\_\_\_\_ Poor: \_\_\_\_\_

4. If you had an excellent or good learning experience, what made it good or excellent?

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5. If your experience was less than satisfactory, please explain.

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6. My internship was: Task-oriented: \_\_\_\_\_ Observation: \_\_\_\_\_ A combination of the two: \_\_\_\_\_

7. Additional comments:

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**ACADEMY OF INFORMATION TECHNOLOGY  
INTERNSHIP PROGRAM**

**STUDENT INTERNSHIP EVALUATION**  
**(Continued)**

**Instructions:** The following list describes features of an internship experience. Please describe your particular experience by circling the appropriate number from 1 to 5.

	<u>Practically Never</u>		<u>Sometimes</u>		<u>Very Often</u>
1. Had adult responsibilities	1	2	3	4	5
2. Had challenging tasks	1	2	3	4	5
3. Made important decisions	1	2	3	4	5
4. Discussed my experiences with my teachers	1	2	3	4	5
5. Offered input that was accepted	1	2	3	4	5
6. Did interesting tasks	1	2	3	4	5
7. Performed tasks instead of observing	1	2	3	4	5
8. Received training to do tasks	1	2	3	4	5
9. Received clear instructions	1	2	3	4	5
10. Had freedom to develop and use my own ideas	1	2	3	4	5
11. Discussed my experiences with family and friends	1	2	3	4	5
12. Worked with adults who took a personal interest in me	1	2	3	4	5
13. Had freedom to explore my own interests	1	2	3	4	5
14. Had a variety of tasks to do	1	2	3	4	5
15. Received help when needed	1	2	3	4	5
16. Was appreciated when I did a good job	1	2	3	4	5
17. Received feedback about my performance	1	2	3	4	5
18. Felt I made a contribution	1	2	3	4	5
19. Applied things I learned in school to my internship	1	2	3	4	5
20. Achieved my original goals for this internship	1	2	3	4	5



**ACADEMY OF INFORMATION TECHNOLOGY  
INTERNSHIP PROGRAM**

**STUDENT INTERNSHIP EVALUATION**  
**(Continued)**

**Instructions:** To be completed at the conclusion of your internship.

What have you learned or what areas have furthered your development as a result of your internship. Evaluate your experiences and check the appropriate response for each question.

<b><u>Have You Gained:</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Don't Know</u></b>
1. Realistic attitudes toward other people such as elderly, handicapped, government official, professional, etc?	_____	_____	_____
2. Self-motivation to learn, participate and achieve?	_____	_____	_____
3. Self-concept (sense of confidence, competence and awareness)?	_____	_____	_____
4. Willingness to try new experiences?	_____	_____	_____
5. Sense of usefulness in relation to community?	_____	_____	_____
6. Assertiveness and independence?	_____	_____	_____
7. Ability to accept consequences of your actions?	_____	_____	_____
8. Knowledge of community organizations?	_____	_____	_____
9. Responsibility for your life?	_____	_____	_____
10. Awareness of community problems?	_____	_____	_____
11. Awareness of community resources?	_____	_____	_____
12. Realistic ideas about the world of work?	_____	_____	_____
13. Knowledge about a variety of careers?	_____	_____	_____
14. More efficient use of leisure time?	_____	_____	_____
15. Ability to narrow career choices?	_____	_____	_____

\_\_\_\_\_  
Student Intern  
Date

\_\_\_\_\_  
AOIT Director  
Date



# ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

## BUSINESS SPONSOR INTERN EVALUATION

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Intern's name: \_\_\_\_\_

Number of hours served: \_\_\_\_\_ Organization: \_\_\_\_\_

Sponsor Name & Title: \_\_\_\_\_

Brief description of intern's experiences: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note to sponsor:** This form was developed to help the AOIT director assign the student's academic credit. It is suggested that you share this evaluation with the student intern before mailing to the AOIT staff. We realize that not all categories listed below may be applicable to this particular internship. Please check only those items you feel comfortable evaluating. Thank you for your assistance and cooperation.

Personal Qualities	Excellent	Above Average	Average	Below Average	Not Applicable
Accepts and fulfills responsibilities					
Exercises good judgment					
Is friendly and courteous					
Accepts and understands the needs, feelings, and faults of others					
Is accepted well by other employees					
Is dependable					
Is willing to accept suggestions					
Conscientious in fulfilling assignments					
Follows directions					
Work is neat and accurate					
Is honest and sincere					
Asks appropriate questions					
Reports to site on time					

Personal Qualities	Excellent	Above Average	Average	Below Average	Not Applicable
Calls if unable to attend					
Is cooperative and industrious					
Is creative					
Shows initiative					
Is flexible and adaptable					

Please evaluate overall performance:

Circle one:    10    9    8    7    6    5    4    3    2    1  
                   Excellent    Above Average    Average    Below Average

Comments:

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Sponsor's signature \_\_\_\_\_ Date \_\_\_\_\_

Will you or your organization be interested in hiring future AOIT interns? \_\_\_\_\_

Do you know of any other organizations that may be interested in hiring an AOIT intern?

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Please check one box below:

- Please **share** this evaluation with the intern.
- Please **do not** share this evaluation with the intern.

Please fax this form (both sides) to the attention of Julie Oster to 919-387-3023 or mail it to:

Apex High School  
 Attn: Julie Oster, AOIT Director  
 1501 Laura Duncan Road  
 Apex, NC 27502

If comfortable, you may give the completed form to your intern.



# ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

## PRESENTATION OF INTERNSHIP EXPERIENCE

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*This is a formal presentation. The student should dress accordingly.*

The internship presentation will be a discussion between the moderator and up to 10 AOIT seniors. Dates will be announced during the 2007-2008 school year. Students will turn in a presentation in PowerPoint or other digital format and will answer questions about their internship experiences.

The following are needed for the PowerPoint:

Presentation must include a minimum of the following:

- ◆ Picture of student on the job
- ◆ Picture of facility
- ◆ Picture of supervisor and/or others who were influential in the experience
- ◆ List of duties, responsibilities, and specific skills required which could be organized as "As a day in the life of ...at work"
- ◆ Picture of the company bulletin board (if there is one)
- ◆ Description of the company sponsorships and/or activities outside the workplace
- ◆ Relationship of internship experience to AOIT classes (in other words, what did you do or discover while working that relates to what you learned from AOIT classes)
- ◆ Relationship of internship experience to technology (specifically, why do you think you should be given credit for a technology internship?)
- ◆ PowerPoint or other presentation software, minimum of 6 color slides; if video, burn presentation on a CD

The following documents should be signed by all the required parties involved prior to the internship and turned in to the AOIT director:

- ◆ Prerequisites for Internship Placement
- ◆ Student Intern Standards of Conduct
- ◆ Internship Agreement (necessary for liability insurance coverage)

The following documents must be completed and turned in at least one week prior to the presentation date:

- ◆ Business sponsor intern evaluation (may be sent to AOIT director)
- ◆ Student internship evaluation (completed by student)
- ◆ Completed daily time sheet – initialed by sponsor
- ◆ Completed internship journal
- ◆ Completed internship vocabulary
- ◆ Digital copy of presentation