



## Internships for Small Businesses

Apex High School's AOIT's rising seniors have learned the fundamentals of using information technology tools through their course work and are motivated and eager to apply them in your business environment.

### Benefits of an Internship:

- Increase name recognition for your company's community involvement
- A cost effective means of completing a special project that your current staff is too busy to tackle
- A fresh perspective on problems with current industry knowledge
- An opportunity to provide students with "real-world" experience to complement their academic preparation

### Testimonials:

*"Our intern's focus was outstanding; he already had a professional attitude. He's a valued member of Camelot now. If a permanent position were available here, it would be an easy decision to offer it to him."*

**Chris Moody, Art Director, Camelot Illustrations, Cary**

*"Our AOIT interns are better prepared and more productive than college interns we've had in the past."*

**Rosemary Anderson, Office Manager, Kevin B. Atkins, DDS, Apex**

*"Our AOIT intern has been a huge help and tremendous asset to our studio. We are glad that this position was more than just an internship for her."*

**Aimee Bickers, Owner, Pure Expressions Photography, Apex**

### Interns have done the following:

- Website design & maintenance
- IT troubleshooting & support
- Digital media & graphic design
- Administrative & industry related projects

### Cost of Hiring an Intern:

- Internships are paid positions – Full time or Part time
- Typical wages range between \$7-\$10 hr. for an internship (minimum 180 hrs. required)
- Stipends or scholarships can replace hourly wages
- Wake County Public School System has insurance coverage on all students who participate in work-based learning activities, each student is covered with a \$1,000,000 liability policy

### Getting Started:

- Contact the AOIT Program Director, Julie Oster ([joster@wcpss.net](mailto:joster@wcpss.net))
- Provide the Director with a brief job description along with qualifications and requirements
- Students are pre-screened by the school staff for workplace readiness
- Your company will typically interview 2-3 candidates prior to selection

### During the Internship:

- Ensure interns feel welcome
- Concise and measurable learning objectives are created together by the employer and intern
- Interns are assigned challenging projects and tasks along with adequate supervision
- Interns will be monitored by an offsite AOIT supervisor in addition to an on-site company supervisor
- The AOIT supervisor will perform one site visit and evaluation

### After the Internship:

- Verify the number of hours intern has worked
- Provide feedback to the student intern on strengths and areas to be improved
- Complete an evaluation on the student intern and the program
- Attend internship presentation