

Apex High School

**AOIT Internship Guide
Class of 2011**

Academy
of INFORMATION
TECHNOLOGY



November 9, 2009

Dear AOIT junior:

Enclosed you will find important information that will be helpful to you in your AOIT internship. Please read the material and utilize the suggestions to make the most of your internship experience. Much of the material must be turned in as part of the internship credit you will receive.

We require you to keep a journal of your internship experience; this will be an online blog you maintain. At the completion of 20 hours, you will complete a blog entry for 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 also 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 blog entries to recall information and experiences you might have otherwise overlooked if they hadn't been written down. You will prepare a PowerPoint presentation for the internship presentation. Completion of the internship, the journals, required forms, evaluations, and participation in the 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

INTERN CHECKLIST

For student use only

Date Completed	Task	Action
	Pre-Internship Questionnaire	Online completion by 11/6/09
	Prerequisites for placement	Turn in to Ms. Oster by 11/6/09
	Student Intern Standards of Conduct	Turn in to Ms. Oster by 11/6/09
	Mock Interview	During school day(date TBD)
	Interview(s)	Sign up based on postings
	Internship Secured – turn in signed Internship Agreement (copy to supervisor)	Fax to Ms. Oster – 387-3023 prior to starting internship
	Blog Permission Form	Fax or turn in to Ms. Oster at start of internship
	Set up on-site visit with AOIT director and supervisor	TBD
	Completion of on-site visit	TBD
	Blog entries complete	During internship, will be checked periodically
	Time Sheet totaled, complete and verified by mentor	End of internship hours, turned in one week prior to presentation
	Student Intern Evaluation complete	End of internship hours, completed online – no later than one week prior to presentation
	Mentor Evaluation complete and faxed or sent to Ms. Oster	End of internship
	Give/send supervisor a thank you note	End of internship
	PowerPoint complete	Turned in to Ms. Oster one week prior to presentation
	Internship Presentation	Senior Year Dates available 9/10

STUDENT INTERN STANDARDS OF CONDUCT

- ◆ 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.

Intern signature

Date

AOIT Director signature

Date



ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

PREREQUISITES FOR INTERNSHIP PLACEMENT

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 résumé
5. Availability for a minimum of 180 hours either full time in the summer or part time beginning in the junior/senior year
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, meetings, etc. (Failure to follow through or 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* _____

TRAITS OF A SUCCESSFUL WORKER

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.

WHAT DO EMPLOYERS EXPECT OF ME AS AN INTERN?

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 21st 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

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. Organizations will provide job descriptions to AOIT and they will be posted at the AOIT office (606A), sent via email, and/or on the AOIT website.
4. AOIT student may sign up for only three interviews unless there are open spots. Student resumes will be sent to the internship provider.
5. The internship provider's contact information will be provided to approximately three students per position. **It is the AOIT student's responsibility to contact the organization and schedule the interview.**

Potential Interview Questions

1. Tell me 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. What hours are you available for the internship?
6. What part of (insert specific course) do you enjoy the most?
7. Why are you interested in this position?
8. If you were working in an organization and a client came to you expressing unhappiness with a service she/he received, how would you handle the situation?
9. If your internship supervisor asked you to make copies, file, or fax letters to a client, would you have any problem performing these tasks?
10. If you are scheduled to start work at 9:00 am and you arrive at 9:03 am, are you late?
11. 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: _____ Organization: _____

Supervisor Name & Title: _____

Supervisor Email: _____

Organization Address, City, Zip: _____

Organization phone: _____ Organization FAX: _____

Internship start date: _____ Number of weeks: _____

Rate of pay: _____ per _____ # Hours per week _____

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 organization 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 organization 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 organization 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.

The AOIT Director agrees to:

1. Monitor the student performance during the internship.
2. Read and evaluate the student journal.
3. Maintain contact with the organization sponsor.
4. Conduct a site visit and schedule meetings as needed with the student to 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 AOIT director.

The Internship Supervisor 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. Verify student'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

Internship Supervisor Signature date

Parent Signature date



ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

INTERNSHIP JOURNAL/BLOG

Directions: You will begin your journal at the start of your internship. The journal will be completed in an online blog that will be set up for you. This journal is used to help determine your final grade.

After the internship agreement has been turned in, Mrs. Oster will set up a blog site for you.

Mrs. Oster will be the administrator and you will be the author. You will receive an email invitation from blogspot.com that you must accept to be an author. To begin, only you, your supervisor, and Mrs. Oster will be allowed to see your blog entries. With approval, the blog may be available for others to see and comment on.

The blog address will be similar to www.aoityourfirstname.blogspot.com. **You must complete one blog entry for every 20 hours of work with one final entry for a total of 10 entries.**

The journal format should be followed with emphasis on the reflection. Please follow these guidelines in your blog entries (below):

- Only use first names
- Do not include any personal information such as email addresses, phone numbers, addresses, etc.
- Follow all school guidelines
- Follow any guidelines provided by your supervisor

EXAMPLE OF A BLOG ENTRY (abbreviated version)

FORMAT

Date(s):

Activities:

Technical Information:

Reflection:

SAMPLE ENTRIES

Date: 5/15/08

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.

Include more...

Date: 5/22/08

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. Include more...

Student Guide

Internship

Journal



ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

INTERNSHIP JOURNAL/BLOG

In addition to following the format above, address the following items in your blog reflections:

Blog entry #1: Organization information – history, what they do, structure, who are customers?

Blog entry #2: Job description – what will you be doing, who do you work with, etc.?

Blog entry #3: Describe the work atmosphere. How are decisions made, is it cooperative or competitive, what is the dress code and work ethic of the organization?

Blog entry #4: How have your classroom experiences prepared you for the internship? What do you wish you had learned prior to this internship?

Blog entry #5: What do you feel is your main contribution to your internship site?

Blog entry #6: What training or education must you have to pursue this career? Are you interested in this career path?

Blog entry #7: What are the major problems or frustrations in your work?

Blog entry #8: How have your duties changed since you first started? Have you been given more responsibility?

Blog entry #9: What have you done at your internship that makes you proud? Why?

Blog entry #10: Final reflection of the entire internship experience.



ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

INTERNSHIP BLOG – VIEWER PERMISSION FORM

Internship Supervisor:

AOIT interns are required to write blog entries for every 20 hours of work during the internship. Some basic guidelines are below. If you have additional guidelines, please discuss these with the student. Please review the guidelines and complete the information below.

Please follow these guidelines in your blog entries:

- Only use first names
- Do not include any personal information such as email addresses, phone numbers, addresses, etc.
- Follow all school guidelines
- Follow any guidelines provided by your supervisor
- **Fax, email or turn in this signed document to Mrs. Oster at 919.387.3023 at the start of the internship**

I have discussed blog guidelines with _____ and approve of an
Intern's name
internship blog that is restricted to the intern, the AOIT director, and others that I authorize.

Supervisor printed name, title

Organization

Signature and date

Email Address

Please check the following as they apply:

- I authorize members of the AHS AOIT Advisory Board, AHS AOIT faculty and administration, and intern's parents to view and comment on the intern's blog.
- I authorize other AHS AOIT interns to view and comment on the intern's blog.
- I authorize these employees of my organization to view and comment on the intern's blog.
List email addresses: _____

OR

- I authorize the intern's blog to be open to the public for viewing and commenting.

Student Guide

Internship
Journal



**ACADEMY OF INFORMATION TECHNOLOGY
INTERNSHIP PROGRAM**

ORGANIZATION SPONSOR INTERN EVALUATION

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:

Sponsor's signature _____ Date _____

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

If you are not the contact person, who is? _____

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

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.

PRESENTATION OF INTERNSHIP EXPERIENCE

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

The internship presentation will be a discussion between the moderator and up to 12 AOIT seniors. Dates will be announced during the 2010-2011 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 and student name
- ❖ Picture of facility and the name of the organization
- ❖ What the company does (if not clear)
- ❖ 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”
- ❖ 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)
- ❖ Include examples of work if possible
- ❖ How the internship affects future plans
- ❖ PowerPoint or other presentation software, minimum of 7 slides; if video, burn presentation on a CD
- ❖ **Set up the slideshow to run on its own – make sure you set the timing to allow time to read the entire slide.**

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:

- ◆ Supervisor intern evaluation (may be sent to AOIT director)
- ◆ Student internship evaluation (completed by student) – online survey
- ◆ Completed daily time sheet – with total hours shown and signed by supervisor
- ◆ Completed internship journal – online blog already completed
- ◆ Digital copy of presentation
- ◆ A copy of thank you note sent to internship supervisor
- ◆ Copy of Internship Rubric

Students do not present this PowerPoint individually during the group internship presentation. However, the individual PowerPoint presentations are used in a large presentation (combination PowerPoint) during the group internship presentations.

The group internship presentation includes the combination PowerPoint presentation and a debriefing session. The debriefing session is a seminar in which students should be prepared to answer/address questions posed by a moderator.

Some example questions are:

- Where did you work and what were your responsibilities?
- What was your most meaningful contribution to the organization?
- What was the most embarrassing thing that happened?
- Do you think your experience in school as an AOIT student prepared you for a successful internship? What technical and non-technical skills did you use?
- What type of relationship did you have with your supervisor?
- How did the internship affect your relationship with your parents?
- How did the internship affect the relationship between you and your non-academy friends?
- What did you do with the money you made?
- What influence, if any, did your supervisor or co-workers have on your plans for the future? In other words, did the internship affect your plans for the future?
- What could have made the internship better?
- What are your plans after high school?
- How can AOIT be improved? This includes the internship, the process, courses, etc.

Name _____

Presentation Date _____

RUBRIC:

Paperwork (agreement, timesheet, student evaluation)	20%
Journal/Blog	20%
PowerPoint	20%
Supervisor Evaluation	20%
Participation at Presentation	20%

Paperwork:

Internship Agreement _____
 Time Sheet _____
 Student Evaluation _____

Journal/Blog

PowerPoint

Supervisor Evaluation

Participation at Presentation

Total

A B C D F