



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 Jan. 28
	Prerequisites for placement	Turn in to Ms. Oster by Feb. 1
	Student Intern Standards of Conduct	Turn in to Ms. Oster by Feb. 1
	Mock Interview	During school day(March)
	Interview	Sign up based on postings
	Interview	Sign up based on postings
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	Internship Secured – turn in signed Internship Agreement (copy to supervisor)	Fax to Ms. Oster – 387-3023 prior to starting internship
	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 9/08