



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: _____
Organization Sponsor Name: _____
Organization Sponsor 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 and project.
3. Maintain contact with the organization 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 Organization 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

Organization Sponsor Signature date Parent Signature date

Int_Agreement