



# 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 \_\_\_\_\_