



ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

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 2008-2009 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
- ◆ Picture of facility
- ◆ 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"
- ◆ Picture of the company bulletin board (if there is one)
- ◆ Description of the company sponsorships and/or activities outside the workplace
- ◆ 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)
- ◆ Relationship of internship experience to technology (specifically, why do you think you should be given credit for a technology internship?)
- ◆ PowerPoint or other presentation software, minimum of 6 color slides; if video, burn presentation on a CD

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:

- ◆ Business sponsor intern evaluation (may be sent to AOIT director)
- ◆ Student internship evaluation (completed by student)
- ◆ Completed daily time sheet – initialed by sponsor
- ◆ Completed internship journal
- ◆ Completed internship vocabulary
- ◆ Digital copy of presentation