

# HELLO!

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# AOIT PRE-INTERNSHIP MEETING

November 4, 2024



# Desired Outcomes

- General overview and understanding of the internship program
- Steps to take before, during, and after the internship
- Tips on finding internships
- Review resources
- Answer questions



# Internship Overview

- Academy graduation requirement per WCPSS
- Honors level credit upon completion
- Ideally, a paid or stipend position
- In-person, virtual, or hybrid
- Related to students' career goals
- Must include technology
- 120 contact hours
- Cannot work for parent/guardian



# Student Benefits

- Apply skills learned in the Academy
- Reinforce career readiness skills
- Opportunity to explore a career
- Enhances resume
  - College application
  - Employment
- Networking
- Recommendations





# Internship Basics

- Students enroll in Canvas course
- Complete Career Portfolio Assignment
- Apply and Interview for Internship Opportunities
- Once secured - receive approval from Mrs. Cadavid
- Complete Data Collection Form
- Complete Internship Agreement
- Determine Learning Goals with Internship Supervisor
- Determine Internship Schedule with Supervisor
- Track Internship Hours

# Before the Internship

- Update resume using feedback from volunteers
- Participate in practice interviews and review feedback
- Determine the type of work/internship you would like to pursue
- Make a list of organizations/research
- Internet search (LinkedIn, Indeed, etc. )
- Tailor cover letter and resume for each opportunity
- Start reaching out to network, including current seniors
- Submit via Canvas signed Internship Agreement - internship hours CANNOT be counted until agreement is returned
- Student is registered for liability insurance through WCPSS

# During the Internship

- Communicate with your supervisor any scheduling issues
- Complete learning goals with your supervisor
- Complete Journal Entries
- Track and complete 120 contact hours
- Take pictures on the job site and collect work artifacts for portfolio/presentation
- Complete 2 honors enhancement activities
- Check-In with Mrs. Cadavid about halfway through

# Wrapping up the Internship

- Internship Supervisor must complete your performance review
- Internship Supervisor signs off on timesheet
- Create a slide deck presentation on internship experience
- Review that all components have been completed
- Upload work to Canvas site
- Present on internship experience
- Final grade added to PowerSchool upon completion

# Finding an Internship

- Finding the internship is ultimately the student's responsibility
- Look for and apply the same way you look for a job
- Tap your network (family, friends, neighbors, etc.)
- Internet search (LinkedIn, Indeed, etc.)
- Reach out to previous internship sponsors
- Check your email for internship leads coming from AOIT
- Connect with local Chamber of Commerce
- Dress professionally and go "door to door"
- Send emails or call organizations to inquire about opportunities (Internship Summit)





# Resources

- Canvas site
  - Performance Based Measurements (PBM)
  - Modules
- AOIT website/Internships
  - AOIT Internship Guide
  - Student Skills Assessment
  - NAF Future Ready Skills Assessment
  - Back Pocket Projects and Templates

# THANK YOU

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