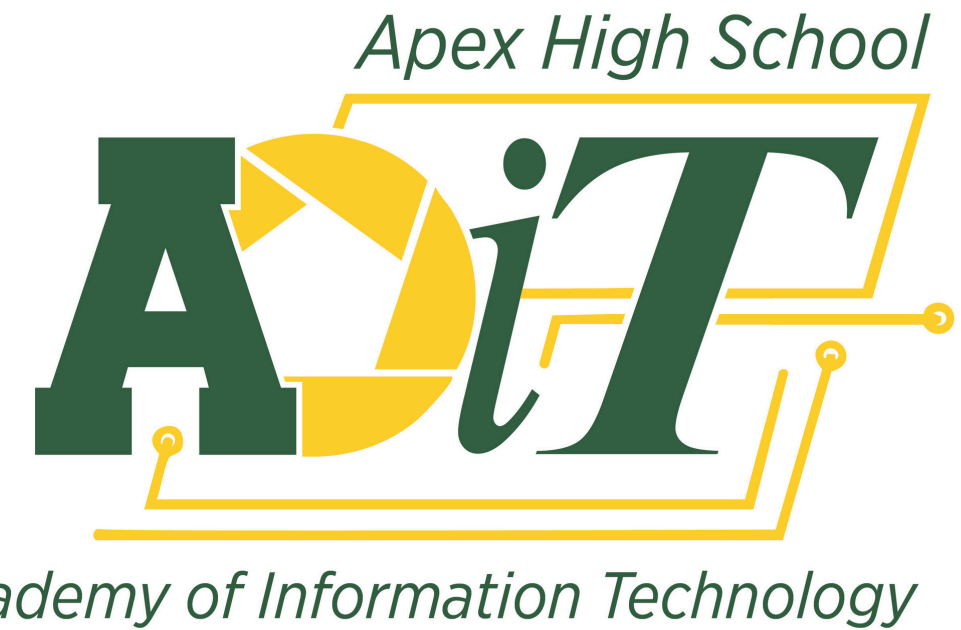


HELLO!

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AOIT PRE-INTERNSHIP MEETING

November 5, 2025



Agenda

- Internship Overview
- Process & Expectations
- Family Game Plan + Networking Web
- Timeline & Resources
- Q&A



Internship Overview

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

What Students Gain

- Apply classroom learning to real industry experiences
- Build and demonstrate professional skills
- Explore potential career interests
- Build your resume with real experience
- Strengthen college/employment applications
- Expand your professional network
- Gain meaningful references & recommendations

Internship Basics: How it Works

- Students enroll in Canvas course
- Complete Career Portfolio Assignment (11/6/25)
- Apply and Interview for Internship Opportunities
- Once secured - receive approval from Mrs. Cadavid
- Submit Data Collection Form & Internship Agreement
- Determine Internship Schedule with Supervisor
- Track Internship Hours

Before the Internship

- Update resume using feedback from volunteers
- Participate in practice interviews and review feedback (11/6/25)
- Identify the type of work or company you want to pursue
- Make a list of potential organizations or industries
- Use tools like LinkedIn, Indeed, and AOIT posted opportunities
- Tailor cover letter and resume for each position
- Begin reaching out to your network (including AOIT seniors)
- Submit signed Internship Agreement in Canvas before starting hours
- Students registered for liability insurance through WCPSS

Hours cannot be counted until your agreement is approved!

Family Game Plan & Networking

Part 1: Dream & Direction

- What type of work or company sounds interesting?
- What do you hope to learn or explore through this experience?

Parent: What strengths do you see in your student that would help them thrive in a professional setting?

Family Game Plan (continued)

Part 2: Logistics & Barriers

- Transportation plan - how will your student get there?
- Summer schedule conflicts (vacations, jobs, athletics)
- Wardrobe readiness - does your student have professional attire?
- Backup plan - what is the first opportunity that falls through?

Networking Web

Part 3: Who Is In Your Network

- Student's name in the center - branch out to family, friends, neighbors, teachers, mentors, coaches
- Next to each name, note the field, company, or skill they connect to
- Circle any possible leads or people who could help brainstorm

Next Moves

Part 4: 30 Day Plan

- Update your resume using volunteer feedback
- Draft a short email or script to inquire about internship opportunities
- Identify 3-5 people in your network to reach out for leads/advice
- Research 2-3 potential organizations that align with your interests
- Discuss logistics - transportation, summer plans, availability

During the Internship

- Communicate with your supervisor about any scheduling issues
- Maintain professionalism: punctuality, dress, attitude, reliability
- 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
- Midpoint check-in with Mrs. Cadavid for progress and feedback

Wrapping up the Internship

- Supervisor completes Performance Review at the end of internship
- Supervisor signs final timesheet verifying 120 hours
- Create a slide deck presentation on internship experience
- Review all assignments in Canvas are completed
- Upload final work
- Present on internship experience
- Final grade added to Infinite Campus upon completion

Finding an Internship

- Students own this process with parent's help
 - AOIT supports, but students take the lead
- Apply the same way you would for a job
- Tap into personal and extended network
- Search LinkedIn, Indeed, company website
- Reach out to previous AOIT sponsors
- Watch your email for AOIT internship leads
- Connect with the Apex Chamber of Commerce
- Dress professionally and visit local businesses to inquire
- Send follow-up emails or make polite inquiry calls

Internship Timeline

Month	Focus
Nov - Dec	Preparation & Networking
Jan - Feb	Search & Application Phase
Mar - Apr	Placement & Planning Phase
May	Confirmation & Pre-Launch Phase
June - Aug	Internship Experience Phase
Sept - Oct	Reflection & Presentation Phase

Resources

- AOIT Canvas Internship Modules (assignments & uploads)
- AOIT Website - Internship Page
- Internship Guide Performance-Based Measurements (PBM)
- NAF Future Ready Skills Assessment
- Back Pocket Projects and Templates





Diane Cadavid

📞 919-387-2208 x 27242

✉️ dcadavid@wcpss.net

🌐 <https://www.wcpss.net/domain/8757>

📍 1501 Laura Duncan Road
Apex, NC 27502



<https://bit.ly/49yKfug>