

Internship Requirements

Damascus High School Academy of Information Technology (DHS AOIT) is supported by the National Academy Foundation (NAF). To foster this relationship, there are expectations related to the Internship that each student must complete.

Requirements related to the Student Internship include:

- Must be a PAID Internship
- Must be a Minimum of 120 hours in total and must occur during the summer of the student's junior and senior year.

What Can an Intern Do?

Each summer, Academy of Information Technology students work as paid interns at firms specializing in IT as well as at departments in various corporation and industries. Interns like entry-level new hires come with a variety of skills. **These may include but are not limited to the following:**

- Technical skills, such as word processing, spreadsheets, and Powerpoint.
- Data entry into databases and spreadsheets.
- Send and process form letters and or write sample business letters.
- Proofread spreadsheets for accuracy.
- Proof and review files for omissions and inconsistencies.
- Help with audits and inventories.
- Assist with researching projects from news sources or the Internet.
- Maintain files.
- Assist with special projects.
- Prepare materials for meetings, classes or conferences.
- Answer phones, copy and fax.
- Bring youthful ideas and thinking as team members.

