

Name: \_\_\_\_\_

## Non-Paid Internship

The purpose of the non-paid internship is to give you:

- Practical experience working in an IT environment
- Job experience to put on your resume'
- The opportunity to start networking with IT professionals
- Possibly create an IT job opportunity after graduation
- The opportunity to see if IT is the career you imagine
- The opportunity to apply skills/knowledge you've acquired in class

Requirement: You must replace class time with intern time. There is a requirement that you spend 15 hours a week outside of class on your internship experience. If you do not work the required number of hours, you will not be able to return to your internship the following week. Your time log and supervisor signature is your proof of the hours you've worked.

Your supervisor's assessment of your performance will be the majority of your grade. Each week, you will earn 75 points for your 15-hour internship experience. This is 15 lab points for every 3 hours of intern experience.

In addition, take pictures during your internship to create a PowerPoint to share your experience with your classmates.

### PowerPoint Instructions:

6 slides minimum. Feel free to add more slides to improve your presentation.

Include:

1. Introduce yourself and where you interned. Adequately describe the company/organization that you worked for. What do they do? What business are they in? Are they a for-profit? Non-profit? Explain so we know. (10 points)
2. Supervisor's name and supervisor role in the business. Introduce the sponsor/supervisor who provided the experience. What is their position? (10 points)
3. What role/responsibilities you assumed on your internship. The duties that you performed. Give sufficient detail that we know what exactly you did during your experience. (10 points)
4. Work that you performed. What you learned about technology and about business on your internship. (10 points)
5. New information that you learned. How did the experience change your previous ideas about your career in IT? (10 points)
6. Would you recommend interning here again? Whether or not you were offered the opportunity to return for a paid-internship (early placement).

Possible points for non-paid internship:  $75 + 75 + 75 + 50 = 275$  points

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**Internship Power Point Grading Rubric (50 points)**

Component	10 points	7 points	4 point	0 points	Total	Comments
Information	Accurate and complete information is presented in a concise, logical sequence	Information gaps and lengthy text are evident	Information is incomplete; logical sequence is not evident	Did not follow instructions	—	—
Background & Text	Background and text compliment each other; easy to read, consistent throughout the presentation	Background is not consistent throughout the presentation; text size and color change with each slide	Text cannot be read on selected background; text size and color make it difficult to focus on information	Not enough text to support slide	—	—
Graphics & Transitions	Photos are appropriate and relate to content; transitions are consistent throughout the presentation	Few photos are utilized throughout the presentation, they do not relate to the topic; transitions are not consistent or effective	Little or no attempt was made to utilize photos or transitions	No photos used	—	—
Spelling, Punctuation & Grammar	Spell check has been utilized throughout the presentation; correct grammar is evident	Several spelling mistakes occur throughout the presentation; a few grammar mistakes are present	Spelling mistakes occur throughout the entire presentation, standard grammar usage is not evident	Inappropriate language used	—	—
Completeness	6 slides	5 Slides	4 Slides	>4 Slides		