

# Richmond Area 2009 Technology Internship Program

## **Introduction**

The Richmond Area Technology Internship Program is designed to allow technology focused high-school juniors and seniors the opportunity to apply the knowledge they have attained in their IT related courses, projects and work experiences to a business environment. During an 8-week summer internship, each student will have the opportunity to obtain and apply knowledge in a professional and organized setting via involvement and shadowing in business technology solutions and processes. As part of the internship, students will be able to experience practical application of technical class teachings, learn about organization structures and business etiquette, gain exposure to leaders and create a network of technology contacts in the workplace.

During the internship, students will be partnered with a business “assignment leader” who will not only instruct them on projects, processes and technology, but who will also mentor them on how to work, interact and be successful in technology in a professional environment.

This internship provides students with an opportunity to gain valuable work experience while continuously learning and growing around current technology. Employers within the Richmond area are always seeking motivated workers with a passion for technology. Through this initiative we are able to create collaborative relationships to meet the educational needs of the students, and help to build ongoing professional partnerships with our local businesses and our future leading technologists.

## **Eligibility**

- You must either be graduating in June 2009 or beginning your senior year in Fall 2009
- Must have participated in technology related classes in high school curriculum
- Must be interested in pursuing a technology related major in college
- Must have a passion for technology

## **Expectations**

To participate in the Richmond Area Technology Internship Program, the below criteria will be expected of the students:

- Be willing to work a minimum of 16 hours per week
- Have transportation to and from location
- Effective delivery of internship deliverables
- Active participation will greatly enhance the experience

## **Process and Deadlines**

- March 19th - all applications due to school representative
- April 27th - students will be notified of 2009 summer internship acceptance
- June TBD – Internship Kick-Off
- August TBD – Wrap-up Meeting

## **Evaluation Criteria for Internship Placement**

- Relevant skills and work experience
- Number of open local internship opportunities
- Individual requests will be accommodated as possible

## **Inquiries**

Please contact your school representative with any questions.

**Application**

Student Name (Last, First): \_\_\_\_\_

Email Address: \_\_\_\_\_

High School: \_\_\_\_\_

Grade (Circle One): Junior Graduating Senior

County or City of Residence: \_\_\_\_\_

GPA \_\_\_\_\_

Please list local companies that you would be interested in interning with:

\_\_\_\_\_  
\_\_\_\_\_

**Have you completed an internship or co-op before? If so, please list each below**

1)

- Business/Organization: \_\_\_\_\_

- Dates (From/To) \_\_\_\_\_

- Roles & Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_

2)

- Business/Organization: \_\_\_\_\_

- Dates (From/To) \_\_\_\_\_

- Roles & Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_

3)

- Business/Organization: \_\_\_\_\_

- Dates (From/To) \_\_\_\_\_

- Roles & Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_

**Please list any work related experience not listed above:**

1)

- Business/Organization: \_\_\_\_\_
  - Dates (From/To)\_\_\_\_\_
  - Roles & Responsibilities:
- \_\_\_\_\_
- \_\_\_\_\_

2)

- Business/Organization: \_\_\_\_\_
  - Dates (From/To)\_\_\_\_\_
  - Roles & Responsibilities:
- \_\_\_\_\_
- \_\_\_\_\_

3)

- Business/Organization: \_\_\_\_\_
  - Dates (From/To)\_\_\_\_\_
  - Roles & Responsibilities:
- \_\_\_\_\_
- \_\_\_\_\_

Please put an **X** beside each item that you have experience or knowledge in:

	<b>Yes</b>	<b># of Yrs</b>
Java		
Database		
Web Design		
Project Mgmt		
Deskside Support		
Oracle		
Other Languages		
Other (List out)		

**Essay One (Limit to ½ a page):**

Provide a statement explaining how your high schools classes and/or outside technology experience have prepared you for an internship in the area of technology in a professional setting:

**Essay Two (Limit to ½ a page):**

Provide a writing sample to answer the question “Why do I want to build technology and why is it important to our economy?”

**Essay three (Limit to ½ a page):**

Explain why you think this internship is important for you:

**Please return completed applications to your designated High-School representative no later than Monday, March 19th.**