

IT Department Internship Program

Program Overview

The new IT Department Internship Program offers juniors and seniors the opportunity to gain real-world experience in technology support. Through shadowing IT staff and assisting with tasks such as device troubleshooting, classroom technology setup, and user support, students will build both technical expertise and professional skills that prepare them for future careers in IT.

Program Goals

- Introduce students to careers in information technology.
 - Provide hands-on learning in device and software support.
 - Develop problem-solving, communication, and teamwork skills.
 - Support the district's technology department in a supervised environment.
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Eligibility

- Open to high school juniors and seniors.
 - Interest in technology, problem-solving, or IT-related careers.
 - Teacher recommendation required.
 - Must maintain good academic standing.
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Roles & Responsibilities

Interns will assist the Technology Department with tasks such as:

- **Device Support:** Chromebook troubleshooting, inventory, and setup.
 - **Help Desk Assistance:** Logging tickets, shadowing tech staff, and basic troubleshooting.
 - **Classroom Technology:** Assisting with AV equipment, DVD, and interactive displays.
 - **Software Support:** Helping students and teachers with application access.
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Supervision & Training

- Interns will receive orientation and training from IT staff.
 - Each intern will shadow the different staff from the Technology Department.
 - Frequent check-ins will ensure progress and provide feedback.
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Schedule

- Students will participate during their study hall periods.
 - Students will keep a simple log of hours and tasks completed.
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Benefits for Students

- Hands-on IT experience in a professional setting.
- Development of technical and workplace skills.
- Develop customer service skills.
- Resume building and potential for future employment or college applications.