

How to Land your First Information Technology Internship



California CTE Standards

Sector Description Information and Communication Technologies (ICT) have expanded the need for employees who can understand, manage, and support all rapidly emerging, evolving, and converging computer, software, networking, telecommunications, Internet, programming, and information systems. Essential skills for careers in the ICT sector include understanding systems that support the management and flow of data, the ability to work well and communicate clearly with people, and the ability to manage projects efficiently. The ICT sector meets national criteria for high demand, high wages, and high skills and provides students with excellent opportunities for interesting work and good pay.

CTE.ICT.KPAS.3.1 Identify personal interests, aptitudes, information, and skills necessary for informed career decision making.

CTE.ICT.KPAS.3.4 Research the scope of career opportunities available and the requirements for education, training, certification, and licensure.

CTE.ICT.KPAS.3.9 Develop a career plan that reflects career interests, pathways, and postsecondary options.

A7.1 Recognize the scope of duties ICT support staff have and tiered levels of support

A7.2 Describe and apply the principles of a customer-oriented service approach to supporting users.

Objectives

- ✓ Learn what education and abilities are required to secure an internship in the IT field
- ✓ Observe correct and incorrect behavior at a hiring interview
- ✓ Create an effective request for letters of recommendation.

Materials Needed Attached PowerPoint Presentation (including embedded videos), PDF worksheets

Optional Invite District IT employees and managers to speak to the class during this lesson

Time Needed One (1) 60 minute class

Student Activities

Actively watch the PowerPoint and embedded videos by taking notes, sharing information with partners, and complete the Request for Recommendations. Participate with guests (IT employees and managers) in the classroom conversation. After the students complete the PowerPoint and watch the videos, using the sample Letter of Recommendation form, have the students create their own Request Letter. Have students trade documents, wither digitally or printed and have a peer edit the letters for improvement.

Student Outcomes

Create request for Letter of Recommendation.

Understand education and industry requirements for working at an intern in the IT world.

Understand correct and incorrect interview techniques'

Interact with IT employees and managers during their visit to the class.

RECOMMENDATION LETTER RUBRIC

	POINTS	SCORE
FORMAT Block (no indentations) Double space between each body paragraph	5	
HEADING No name Complete return address City, State zip Month date, Year Double space	5	
Paragraph 1 INTRODUCTION Single spaced 2-3 sentences	5	
Paragraph 2 BODY / Strengths Single spaced Reason #4 (least important reason) Concrete Detail/Commentary Reason #3 (least important reason) Concrete Detail/Commentary Reason #2 Concrete Detail/Commentary Reason #1 (most important reason) Concrete Detail/Commentary	15	
Paragraph 3 CONCLUSION Single spaced 2-3 sentences	5	
CLOSING Professional closing Comma 4 spaces Signature – Italic font Typed formal signature	5	
VOICE Smiley Face Tricks – one example of repetition	5	
CONVENTIONS Spelling, grammar, punctuation	5	