

## ACPS TECHNOLOGY SERVICES SUMMER INTERNSHIP 2016

### Program Mission

To provide current ACPS students a summer internship opportunity with an introduction to ACPS Technology services daily operations from 9 am - 3 pm Monday through Friday from August 1st - August 12th.

### Requirements

- Must be a current ACPS student
- Must be a rising 10th, 11th, or 12th grader
- Must submit all application components by Friday May 6, 2016
- Must turn in all required materials in order to participate in an in-person interview to be considered

### Terms of Award

ACPS Technology Services will award 6 internships. The dates of the internship will be August 1st-August 12th. Each intern will be provided a \$500 stipend for their two weeks of work. The internship will consist of experiencing the different areas of the ACPS Technology Services department and the role it plays in the daily operations of the school district and the lives of each student in the community.

During your two week tenure as a Technology Services intern you will gain experience in but not limited to

- How a helpdesk works
- Troubleshooting computer and network systems
- Shadowing District Level Employees
- Assisting with and presenting at summer teacher professional development

### Application Guidelines

If you are interested in participating, you must submit all application components to Ms. Thorne in the Student Helpdesk at TC (room B-232) or Ms. Henderson and Ms. Martinez in the Main Office at Minnie Howard by Friday, May 6, 2016 at 3 pm. **Students who do not turn in all requested application components by Friday, May 6, 2016 at 3 pm will not be eligible for an interview.**

**FIRST, COMPLETE THE ONLINE APPLICATION:** <http://goo.gl/forms/jfxQCNfRtw>

### **NEXT, TURN IN COPIES OF THE FOLLOWING ITEMS:**

1. Compose a cover letter in which you address the following questions:
  - a. What would make you a prime candidate for the ACPS Technology Services internship?
  - b. How do you think student use of technology can be better supported at TC Williams?
2. A current resume
3. One ACPS staff member recommendation, signed in a sealed envelope
4. One non-family, non-ACPS recommendation, signed in a sealed envelope
5. Fill out the online Application form

**All application materials must be submitted by email or in person by Friday, May 6, 2016 at 3:00 pm!**

**Qualifying candidates will be interviewed the week of May 9, 2016.**

**Interns will be selected and notified by May 13, 2016.**

**Contact Danielle Thorne ([danielle.thorne@acps.k12.va.us](mailto:danielle.thorne@acps.k12.va.us)) with any questions.**