

Tentative Professional Skills¹ and Internship/Capstone Timeline² & Professional Skills Grading Rubric 2022–2023

Internship Prep/Professional Skills Grading Rubric (Pass/Fail)	
Live Event/Meeting Attendance *	40%
Asynchronous Assignment Completion	30%
Resume Submission	15%
Statement of Interest Submission	15%
0%-59% earns an F; 60%-100% earns a P	
<p style="text-align: center;">*Notes on Live Event/Meeting Attendance Grading Category:</p> <ol style="list-style-type: none"> 1. Includes: mock interviews, panel of professionals, scenarios with Susan, mandatory one-on-one meetings, and any other live events that are added to the schedule or required by Learn and Earn program. 2. For full credit, student must attend entire meeting/live event. Points will be deducted for tardiness or leaving early (unexcused). Unexcused absence will earn a 0 for the event/meeting. 	

Late Work Policy

Per school policy, late submissions of any assignment will earn 80% credit for one week after the due date. After that, the submission is NOT eligible for credit. However, I will need a resume and statement of interest from every senior in order for them to complete an internship and capstone.

Failure to complete assignments or attend mandatory live events may result in the student being removed from an internship (even if otherwise eligible) or, if the student is completing a capstone project, for the student to lose access to a professional mentor and /or off-site visits that would normally be a part of the capstone experience.

Semester 1

- **August 23–September 9:** One-on-one Meetings (Mandatory)
 - Students are responsible for scheduling meetings with Ms. Moyerman following directions in Teams assignment.
- **September 6–9:** Topic 1 – Resumes³
- **Student Deliverable Sept 12, 3:00 p.m.:** Final Resume
- **September 13–16:** Topic 2 – Statements of Interest
- **Student Deliverable Sept 19, 3:00 p.m.:** Final Statements of Interest.
 - If students do not submit resumes and statements, **they will not be placed** at an internship site.
- **September 20–27:** Topic 3 — Interview Skills
- **Student Deliverable Sept 29, 3:00 p.m.:** Recording of pairs interviewing/being interviewed
- **September 19–22:** Internship vs. Capstone Meetings
 - **Students who need to participate in this process will be notified during their 1-on-1 meeting and via email.** Those students will write and submit a statement about why they should be eligible for an internship and attend an assigned meeting Q & A to determine their internship eligibility.

¹ The Professional Skills course is called “Internship Prep” on your course schedule and SIS.

² This is a prediction based on available information. Dates/times subject to change based on availability of guest speakers/presenters and changes in school schedule, senior last day, graduation, etc.

³ For every professional skills topic, there will be at least one asynchronous assignment. This is in addition to the student deliverables and live events noted in this document and any other live events or documents that may be required.

- **LIVE EVENT: October 4, 6, and 7 (2 hour sessions): Mock Interviews (Live or via Zoom)**
 - Students will be assigned one of the 3-5 sessions and **must attend that session live.**
- **October 11–November 17:** Internship Site Interviews
- **LIVE EVENT: October date TBD** Etiquette and Networking Luncheon
 - This will be a mandatory off-site event (transportation provided).
 - Students will have a formal meal and learn dining etiquette skills while networking with professionals at their table.
- **LIVE EVENT: November 10 (1 hour and 45 minute session, time TBD):** Panel of Professionals
 - Students will be required to submit questions for the panel ahead of time and **must attend live.**
- **LIVE EVENT: November 29 (9:00–10:49 a.m. and 12:16–2:05 p.m.):** Scenarios with Susan
 - Students will be assigned one of the 2 sessions and **must attend that session live.**
- **Student Deliverable December 2:** Parent/Guardian Permission Letter and Internship Agreement Due (from students)
- **November 30:** All internship placements are final (aspirational).
- **November 28–December 2** Topic 4 — Phone/Email Communication
- **December 1: Capstone Topics Due**
- **December 12:** Deadline for completion of Internship Training Plan (or curriculum) by site
- **December 13–20:** Topic 5 (Internship only) – General Expectations, Calendar, Etc.

Semester 2

- **January 6:** All required documents, immunizations, training, etc. for each student’s particular internship site must be turned in.
- **January 10:** First day of internships!
- **January 13:** Learn & Earn Training
 - This training is **mandatory in order to earn payment for internships and capstones.**
 - Will occur offsite, but transportation from school will be provided.
- **January 17–February 9:** Initial Observation Period
- **February 10:** Initial Evaluation Due
- **February 21–March 16:** 2nd Observation Period & Initial Evaluation
- **March 20–24:** Spring Break!
- **April 4–April 27:** Final Observation Period
- **April 27:** Last Internship Day & Final Evaluation Due
- **Due dates for Collegiate time sheets, daily notes, and reflection journals: January 13, January 27, February 10, February 24, March 10, March 31, April 14, April 28**
- **April 28–May 9** Topic 6 – Presentation Skills
- **LIVE EVENT: Date/ Time TBD:** Presentations Skills with Special Guest
 - May 2, 4, or 9, B-Day Fridays
 - Students **must attend live**
- **LIVE EVENT: Dates/Times TBD: Presentation Practice**
 - May 2, 4, or 9, B-Day Fridays
 - Students **must attend live**
 - Will be split into 6-7 sessions (students assigned to particular session)
 - Students will present first 5 minutes of their presentation
 - Students will receive feedback from peers, Ms. Moyerman, and 1 special guest per session.
- **LIVE EVENT: Likely May 12 afternoon/evening:** Internship/Capstone Symposium!
 - Students **must attend entire event live.**
- **May 19:** Last Day for Seniors
- **May 22:** Expected Graduation