

# Tentative Professional Skills<sup>1</sup> and Internship/Capstone Timeline<sup>2</sup> & Professional Skills Grading Rubric 2023–2024

<b>Internship Prep/Professional Skills Grading Rubric (Pass/Fail)</b>	
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	
*Notes on Live Event/Meeting Attendance Grading Category:	
<ol style="list-style-type: none"> <li>1. Includes: mock interviews, luncheon, 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.</li> <li>2. For full credit, student must attend entire meeting/live event. Points will be deducted for tardiness, leaving early (unexcused), and poor behavior/lack of engagement. Unexcused absences will earn a 0 for the event/meeting.</li> <li>3. An absence is considered unexcused if the student does not contact Ms. Moyerman about the absence before the beginning of that school day.</li> </ol>	

## 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 for them to complete an internship or capstone, so these will be accepted late (although credit will not be earned).

Students can and will **be removed from an internship (even if otherwise eligible)** if they fail to complete assignments and/or do not attend mandatory live events. If the student is completing a capstone project, the student will **lose access to a professional mentor and /or off-site visits** that would normally be a part of the capstone experience.

## Semester 1

- **September 6:** Senior Parent Meeting
- **August 22–September 12** One-on-one Meetings (Mandatory)
  - Students are responsible for scheduling meetings with Ms. Moyerman following directions in Teams assignment.
- **August 22–September 1:** Topic 1 – Resumes<sup>3</sup>
- **Student Deliverable Sept 1, 3:00 p.m.:** Final Resume
- **September 5–16:** Topic 2 – Statements of Interest
- **Student Deliverable Sept 15, 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 19–29:** Topic 3 — Interview Skills
- **Student Deliverable Sept 29, 3:00 p.m.:** Recording of pairs interviewing/being interviewed

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

<sup>2</sup> 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.

<sup>3</sup> 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.

- **September 18–22:** 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.
- **LIVE EVENT: October 3, 5, and 6 (if B-Day) (2 hour sessions): Mock Interviews**
  - Students will be assigned one of the 3-5 sessions and **must attend that session live.**
- **October 10–November 16:** Internship Site Interviews
- **LIVE EVENT: December 5 : 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 9 (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 28 (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.**
- **November 28–December 1** Topic 4 — Phone/Email Communication
- **Student Deliverable December 1:** Parent/Guardian Permission Letter and Internship Agreement Due (from students)
- **December 1:** All internship placements are final (aspirational).
- **December 12–19:** Topic 5 (Internship only) – General Expectations, Calendar, Etc.

## Semester 2

- **January 4:** All required documents, immunizations, training, etc. for each student's particular internship site must be turned in.
- **January 9:** First day of internships!
- **January TBD:** 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 16–February 13:** Initial Observation Period
- **February 14:** Initial Evaluation Due (from site)
- **February 15–March 14:** 2<sup>nd</sup> Observation Period
- **March 18–22:** Spring Break!
- **March 25–April 25:** Final Observation Period
- **April 25:** Last Internship Day & Final Evaluation Due (from site)
- **Due dates for Collegiate time sheets, daily notes, and reflection journals:** January 12, January 26, February 9, February 23, March 8, March 29, April 5, April 12, April 26
- **April 26–May 6:** 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: May 7 4:00–6:00: Internship/Capstone Symposium!**
  - Students **must attend entire event live.**
- **May 17:** Expected Last Day for Seniors
- **May 20:** Expected Graduation