

**Virginia Bankers Association Summer Internship Program****Capstone Project & Presentation Guidelines**

As an optional assignment, interns participating in the VBA Summer Internship Program can complete a capstone project and/or presentation. This project will be completed by the intern throughout the summer and due by **[date agreed upon by the bank and intern]**.

**Format Guidelines for Written Component of the Project:**

* Project must be typed and submitted in a Microsoft Word document.
* Project must not deviate from the assigned topic.
* Project must be typed in 12-point Times New Roman font.
* Page set-up must include 1.5 line spacing with all margins set to 1 inch.
* Project is limited to five pages, not including the title page (approximately 1,500 words).
* Include a title page with the following information:
	+ Title of project
	+ Name
	+ Personal and bank email addresses
	+ Phone number
	+ College/university name
	+ Name of bank
	+ Name of mentor/supervisor
	+ Date submitted
* Include in the footer of your project:
	+ Name and bank name
	+ Page numbers
	+ Title of project
* All ideas must be your own. Any references must be cited.

**Format Guidelines for the Presentation Component of the Project:**

\*Presentation date, location and audience will be decided by the bank. A virtual presentation is also a way for interns to share their research findings with your organization.

* Presentation must have a visual aid (PowerPoint, Prezi, Google Slides, etc.).
* Presentation must adhere to capstone project topic and summarize the information in the written component of the project in a logical, creative and thoughtful way.
* Presentation must show evidence of preparation.
* Presentation should be a minimum of **[X]** minutes in length, not to exceed **[X]** minutes.
* Presentation must include time for Q&A.

**Written Component and Visual Aid Must be Submitted Via Email to:**

* **[Intern’s mentor/supervisor contact information]**
* Please note that your project/presentation materials might also be shared with the VBA.

**Written Component of the Project Will be Assessed by the Mentor Using the Following Scale:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Capstone Project Rubric** | **Exceeds Expectation** | **Meets Expectation** | **Needs Improvement** |
| Adherence to topic |  |  |  |
| Logical interpretation of the topic; easy to follow |  |  |  |
| Interesting and thoughtful presentation of the topic |  |  |  |
| Grammatically correct |  |  |  |
| Proper project format (did not exceed 5 pages, correct document set-up, etc.) |  |  |  |
| Sources are cited |  |  |  |
| Comments: |

**Presentation Component of the Project Will be Assessed by the Mentor Using the Following Scale:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Capstone Presentation Rubric** | **Exceeds Expectation** | **Meets Expectation** | **Needs Improvement** |
| Adherence to topic |  |  |  |
| Logical interpretation of the topic; interesting, thoughtful and easy to follow |  |  |  |
| Evidence of preparation |  |  |  |
| Posture, eye contact and voice projection **[adjust if doing a virtual presentation]** |  |  |  |
| Use of visual aid  |  |  |  |
| Quality of visual aid |  |  |  |
| Demonstration of understanding and interest in subject matter |  |  |  |
| Comments: |

Questions? Contact **[intern’s mentor/supervisor contact information]**.