



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]**.