



Virginia Bankers Association Summer Internship Program Capstone Project & Presentation Guidelines

Interns participating in the VBA Summer Internship Program are required to complete a capstone project and presentation as part of the Certificate of Completion requirements. This project will be completed by the intern throughout the summer and due by **[date agreed upon by the bank and intern, no later than August 6, 2021]**.

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
- Those who plagiarize will not be eligible to receive the VBA Certificate of Completion. 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 will be Submitted to:

- The Virginia Bankers Association as part of the Certificate of Completion checklist.
- [Intern's mentor/supervisor contact information]**

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 Monica McDearmon at mmcdearmon@vabankers.org or **[intern's mentor/supervisor contact information]**.*