

**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]**.

**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
* 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, Canva, 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 |  |  |  |

**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 |  |  |  |