



## **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:**

<b>Capstone Project Rubric</b>	<b>Exceeds Expectation</b>	<b>Meets Expectation</b>	<b>Needs Improvement</b>
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:**

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