

## **WCPSS School to Career Internship Program PRESENTATION GUIDELINES**

---

**Presentation must highlight details of the proposed/approved project and include the following information:**

- A picture of student on the job and student's name
- A picture of facility and the name of the organization
- A description of jobsite
- A description of what the company does
- A picture of supervisor and/or others who were influential in the experience
- A description of experience gained through internship
- A list of duties, responsibilities, and specific skills required which could be organized as "As a day in the life of ...at work"
- Describe the relationship of internship experience to student's classes at school (in other words, what did the student discover while working that relates to what he/she learned from classes-technical or soft skills)
- Include examples of work on the job, if possible
- A description of type of work-based learning being performed
- Describe how the internship affects future career plans
- Documentation of related program area mastery of skills
- Presentation delivery is student choice and may include a trifold board, a google site, PPT, Prezi, etc.
- If student chooses PPT or Prezi, the following guidelines should be used:
  - Minimum of 7 slides
  - The slides should be developed with bullet items, not paragraphs
  - The student should present without reading the slides word-for-word
- The student should speak in a clear manner so all can hear and understand (not using slang, speaking in a professional manner)
- There should be no grammatical errors in the presentation
- Students should wear professional dress or business casual attire when giving their final presentation

**Failure to present this to a class or panel will result in a deduction of 50% of the grade for the presentation section.**