

Executive Internship

Grading Rubric

Executive Interns are NOT to be on campus during their assigned class times.

You will make your own grade! Everyone starts with 100%!!!!!!

But, you must adhere to the following.

- Class Attendance is IMPORTANT!
- Attendance is worth 10pts per class.
- Hours are due at EACH class day.
- Assignments Due Dates are **Bold** class dates that are listed below .

Attendance Policy

- Miss a class, you lose 12pts. (10pts for the class and 2pt deductions for hours being late.)
- The student will get a 2 day grace period for hours as long as you attend the class. **Class attendance is more important than the hours getting turned in on that date.**
- EXCUSED ABSENCES are the only absences that can excuse a student from a meeting. The student Code of Conduct will be used in making these decisions. Work **IS NOT** an excuse for not attending the meeting. Meeting dates are given in advance and listed below. Changes will be made on PVHS Twitter, cafeteria announcements, website, and/or note posted at Mrs. Juttes's office.

Quarterly Assignments

- Q1 Resume
- Q2 Mid Term
- Q3 Job Summary
- Q4 Final

Meeting Dates-Assignment Due Dates are in BOLD and UNDERLINED

9/9/20	11/13/2019	2/17/2021	<u>*5/5/2021</u>
9/30/20	<u>*12/16/2020</u>	<u>*3/24/2021</u>	
<u>*10/28/20</u>	1/13/2021	4/7/2021	