

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.
- **Assignment 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**

8/25/21	11/17/2021	2/16/2022	<u>*5/18/2022</u>
9/22/21	12/15/2021	<u>*3/23/2022</u>	
<u>*10/20/21</u>	<u>*1/12/2022</u>	4/27/2022	