

Internship Showcase Virtual Video Power Point Presentation Guidelines

Students completing an internship should be prepared to give a professional presentation to the RCC community and industry professionals showcasing their internship experiences at the end of the semester in which they complete their internship. Students are encouraged to invite their host site supervisor and other team members to the Internship showcase. Dates and times for the internship showcase will be determined towards the end of the semester.

These are the guidelines for student virtual video (ZOOM) Power Point presentations

The PowerPoint presentation should include:

1. Title
2. Introduction:
 - Your name and internship position
 - Company name and internship location/contact information
3. Briefly describe your employer, their business and history
4. Identify your supervisor and describe their responsibilities
5. Provide your job description (in your own words) and your primary duties or special projects you participated in
6. Describe skills needed to perform the main tasks and duties
7. Describe your expectations and what you actually learned
8. Describe professional benefits of internship

*Students are required to submit their PowerPoint presentations to the Career services coordinator one week before the showcase date.

Important Tips for Video Presentations

- **Attire:** Students should dress professional (slacks and shirt or blouse). Clothes should be clean and neat. Professional attire does **not** include shorts, blue jeans or tee shirts.
- **Lighting, sound, and internet connectivity are all critical components of an effective virtual video presentation.** Trouble shoot any issues in advance. Students should make sure they have a simple background when they are presenting. If you are presenting from your home try to have a neat background free of clutter.
- **Practice:** Students are encouraged to practice their presentation and do a dry run with a faculty member or career services staff member in advance of their presentation.