

# Redesigning Class Projects for Internships & Industry

All class projects have a purpose – to meet a course requirement and demonstrate key skills learned in the class. Now stop and put on a different set of lenses and look at your project through industry’s eyes.

**Picture your student as a professional in a staff meeting. Could he or she sell the idea, concept, proposal, or finding from this project to their colleagues and leaders?**

**With some simple modifications to your projects, your students can leave your class with a sample of their work they can show in an interview, proving to employers and internship directors that they have the skills and abilities to be the best hire for the position.** In today’s tight job market, your students need every advantage to get the job or internship they want. With an ePortfolio in hand, loaded with great examples of professional skills, your project may be a key to your student’s career success.



## Make it Professional

Make sure the project is consumable outside of class.

### Every Project Should Include:

1. Executive Summary
2. Table of Contents
3. Project organized by sections
4. Personal reflection by student
5. Grading Rubrics to share with 3<sup>rd</sup> party (single sheet—no more than 2)

Students should be able to pull out portions of the project to show as work samples and still leave a reader with a clear vision of the project.

## Key Features for Outstanding Project Design

Answer these questions for each project:

- Is the purpose of the project clear?
- What key workplace knowledge, skill and/or competencies are your students demonstrating through this project?
- Can your students clearly map these skills and competencies to specific industry standards?
- Is student reflection included in the project? How are they demonstrating critical thinking in their field?
- Is your project quickly scannable and focused on a professional output?
- Does your grading rubric summarize the project as well as provide feedback to the student?

## Free eBook

Request a free eBook of *Creating Your Career Portfolio At-A-Glance Guide for Students, 4<sup>th</sup> ed.* and learn how to put your students in charge of their own careers.



Visit [www.learnovation.com/student-portfolio](http://www.learnovation.com/student-portfolio)

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## Describe Current Class Project:

\_\_\_\_\_

% of class grade \_\_\_\_\_ Estimate time to complete project: \_\_\_\_\_  Group  Individual

## Course Objectives Mapped to Project

\_\_\_\_\_  
\_\_\_\_\_

## Description of Project

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Grading Rubrics

1. \_\_\_\_\_ points possible \_\_\_\_\_
2. \_\_\_\_\_ points possible \_\_\_\_\_
3. \_\_\_\_\_ points possible \_\_\_\_\_
4. \_\_\_\_\_ points possible \_\_\_\_\_
5. \_\_\_\_\_ points possible \_\_\_\_\_

Total \_\_\_/(total possible)

## What makes this project essential to your course?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Target Your Project to Assist Students with Internships & Career Employment:

Which project features have an industry focus?

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List 3 target jobs students could have by degree (View O\*NET job titles at <https://www.onetonline.org/>)

1. \_\_\_\_\_ degree \_\_\_\_\_
2. \_\_\_\_\_ degree \_\_\_\_\_
3. \_\_\_\_\_ degree \_\_\_\_\_
4. \_\_\_\_\_ degree \_\_\_\_\_
5. \_\_\_\_\_ degree \_\_\_\_\_

List the knowledge/skills/competencies demonstrated in project (See O\*NET target job)

Knowledge \_\_\_\_\_

Knowledge \_\_\_\_\_

Knowledge \_\_\_\_\_

Skill \_\_\_\_\_

Skill \_\_\_\_\_

Skill \_\_\_\_\_

Competency/Daily Work Activities \_\_\_\_\_

Competency/Daily Work Activities \_\_\_\_\_

Competency/Daily Work Activities \_\_\_\_\_

Competency/Daily Work Activities \_\_\_\_\_

Industry standards met in the project

1. \_\_\_\_\_ Shown in project \_\_\_\_\_
2. \_\_\_\_\_ Shown in project \_\_\_\_\_
3. \_\_\_\_\_ Shown in project \_\_\_\_\_
4. \_\_\_\_\_ Shown in project \_\_\_\_\_
5. \_\_\_\_\_ Shown in project \_\_\_\_\_