VBA Internship Program Certificate of Completion Checklist

Intern: _____ **Supervisor/Mentor:** _____

Bank: _____ **Dates of Internship:** _____ **through** _____

Interns who complete the following will receive the VBA Certificate of Completion at the conclusion of their internship:

- Complete an American Bankers Association online training course OR equivalent online banking industry training (must be approved by the VBA prior to completion of the course).
- Complete a capstone project and presentation.
- Participate in at least one of the in-person events (Intern Orientation or Mid-Summer Meet Up) and at least three of the virtual VBA events.
- Involvement in a community support or volunteer opportunity (banks will determine specifics of this based on opportunities throughout the summer).
- Complete the VBA Internship Program self-evaluation.

Interns - Complete the following checklist, attach all necessary documentation to this form and submit to your mentor.

Mentors - Please return completed forms to Monica McDearmon by email to mmcdearmon@vabankers.org by August 30, 2024. After review, the VBA will mail interns their Certificate and also send a copy to the host bank.

☐ Intern completed an ABA online training course OR equivalent online banking industry training.
- o Course(s) completed: _____
- o **Interns** – Please attach a copy of the Certificate of Completion from the ABA (or proof of completion from online training provider) for each course completed (ABA certificates will be available to print at the conclusion of the course)

☐ Intern completed a capstone project and presentation.
- o Capstone project topic: _____
- o Date of presentation: _____
- o **Interns** – Please attach a copy of the written project and presentation visual aid.
- o **Mentors** – Please attach a copy of the completed Capstone Project & Presentation Rubrics.

☐ Intern attended at least one of the in-person events and three of the virtual events. Events attended:
- 1. _____
- 2. _____
- 3. _____
- 4. _____

☐ Intern was involved in a community support or volunteer opportunity.
- o Name/description of the event: _____

☐ Intern completed the VBA Internship Program self-evaluation.
- o Interns will complete the self-evaluation online; VBA will send the bank a copy of the completed evaluation.

_____ _____ _____ _____
Signature of Intern   **Date**   **Signature of Mentor**   **Date**