



W.I.S.E.

GETTING

STARTED

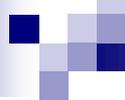
HANDOUTS

Please take the following:

- **“Add W.I.S.E.” Form**
- **W.I.S.E. Proposal Form**
- **W.I.S.E. Requirements**
- **Journal Writing Prompts**
- **Sample Annotated Bibliography**
- **WISE Rubric**
- **WISE Progress Form**

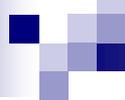
W.I.S.E. To-Do list!

- Read the “Requirement” Handout.
- Save it and refer to it often.
- Start your Journal and Annotated Bibliography now.
- Set up meetings with your mentor
- Start your project!!!



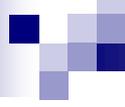
DEADLINES

- Proposal Form – **February 8** (Ms. Minchin)
- Six Journal Entries by **February 15**
- Three Mentor Meetings before **February 15**
- Workshops – TBA
- Journal – Due 10 days before your presentation (to Ms. Minchin)
- Annotated Bibliography and Draft of Presentation outline – **April 26** (to Mentor)



JOURNAL REQUIREMENTS

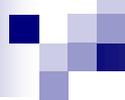
- Cover Page (Your name, Project, Day, Date, Time & Location of your Presentation)
- Date and Number Every Page!
- Use 1-inch margins, 1.5 Line Spacing, and Arial 12 Font.
- **USE SPELL CHECK!**
- **You MUST BACK IT UP!**
- **Due Date – 10 days before Presentation**



MANDATORY MEETINGS

Mandatory Presentation Workshop

- At the workshop you will select your presentation date and time.
(Check with your Mentor first.)
- You will also sign up to evaluate others.

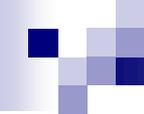


MODEL PRESENTATION

**The Mandatory Model Presentation will
be held in Room 207 on**

THURS., APRIL 25, PD. 5B.

- **Notify your On-Site Mentor you will not be at your internship that day.**



Check the WISE page:

- Other Meetings will be Scheduled
 - Business Behavior
 - What to Wear, etc.
 - How to ask to increase your responsibilities
 - How to write a resume
 - Journal Writing
 - Time Management

PRESENTATION

REQUIREMENTS

You must bring at least 5 copies of the Presentation handout. (Staple the pages in the upper left corner.):

- A Cover Page (Same as the Journal)
- A Presentation Outline
- Your Annotated Bibliography

QUESTIONS?



- Now is the time to ask – or
- Stop by Room 226 on Tuesdays, Wednesdays, or Thursdays between 10 a.m. and 3 p.m. – or
- Leave a note in my mailbox in the main office