



CIP Training & Development

Cristo Rey Corporate Internship Program

2020-2021 School Year

Contact Information

CIP Director: Mr. Busse – jbusse@cristoreybalt.org

Relationship Managers

Mrs. Mallen: mmallen@cristoreybalt.org

Ms. Elliott: celliott@cristoreybalt.org

Mr. Wright: lwright@cristoreybalt.org

Email: cip@cristoreybalt.org

Room: W207

Office Hours: 7:30am – 5:30pm

Office: 410-727-3255 ext. 2000

Dispatch Line: 443-831-0999

Course Description and Course Goals

- While we work remotely we will continue to work on your professional development skills to prepare you for your return to the workplace
- Each month we will focus on different themes of professional development
- This course is designed to give student interns ownership of their internship experience by initiating contact with your assigned supervisor via phone/email each workday, conducting monthly video conferences, and completing assignments on your own with support/guidance from your supervisor and Relationship Manager.
- Students will build relationships with their supervisors and Relationship Managers through weekly and monthly communication

Materials and Supplies

- You will not need any materials for this course. All assignments will be emailed to you and you will submit them online.

Assignments and Projects

- There are specific assignments for each month's theme. There can be up to 4 small assignments per month.
- Some months there are bigger projects to complete depending on the theme for the month. These projects will have a higher impact on your grade for the quarter.
- All assignments/projects for the month will be given the first school day of the month and must be completed by 11:59pm on the last day of the month. It is up to the students to manage their assignments and ensure completion by the end of the month.

- Students must conduct at least one video conference with their supervisor (and Relationship Manager, if needed) once a month.
- Students will participate in one monthly group session with their Relationship Manager and other class members
- Students will participate in a Financial Literacy Seminar on a monthly or quarterly basis as assigned
- Students will complete Microsoft Excel courses in order to prepare for the certification exam at the end of the school year

Attendance and Participation Expectations

- All students must call CIP at 443-831-0999 by 9:30am on their workdays in order to be marked present. Any student who calls after 9:30 am will lose punctuality points for the day.
- This experience is in your hands. You are expected to take the lead when interacting with your supervisors.
- Failure to check in with CIP or your supervisor, reply to emails, successfully conduct your video conferences, or complete assignments and projects correctly or on time can lead to Termination.

Grading

- Students will receive a grade of either 100, 90, or 80 on each assignment and project depending on the accuracy of the information, completion of the assignment and amount of effort given.
- Students will receive CIP Accountability points each day (Attendance, Punctuality, Productivity, and Timecards)

Quarterly Grade Breakdown:

Projects 40%

Assignments 35%

Accountability Points 25%

- Late work will be accepted but you will only receive 70% of the grade assigned after the last day of the month. No exceptions.

Course Schedule

Month	Topic	Major Assignments and Projects
October	Organization Research/Establishing Norms	<ul style="list-style-type: none"> - Meeting with your Supervisor - Establishing Norms - How to Write a Professional Email - Defining an Internship - Examine Company's Organizational Chart

		<ul style="list-style-type: none"> - Presentation
November	Communication Skills	<ul style="list-style-type: none"> - How to Communicate Effectively in a Virtual World - Non-verbal Communication and Zoom Etiquette - Communication and Learning Styles - Self-Improvement Survey - What Not to Do?
December	Computer Skills	<ul style="list-style-type: none"> - Microsoft Excel Courses - Microsoft Word Courses
January	Time and Task Management	<ul style="list-style-type: none"> - Organizing and Prioritizing Responsibilities - S.M.A.R.T. Goal Setting - Breaking Down Assignments and Projects into Deliverables - Off the Grid - Productivity Tracker
February	Building Your Brand – Social Media	<ul style="list-style-type: none"> - Effective Social Media Presence - Celebrity/Influencer Brand Examination - Effects of Social Media Misuse - Creating a Professional LinkedIn Account - Brand Accountability - Elevator Pitches
March	Leadership Skills	<ul style="list-style-type: none"> - What Makes for an Effective Leader? - Leadership Research and Examination - Conflict Management - Leadership Self-Assessment Questionnaire - S.W.O.T. Exercise
April	Resume Building & Interview Skills	<ul style="list-style-type: none"> - Review and Edit Resume - Interview Questions & Answers - Internal Interview Prep & Completion - Interview Follow-Up - Peer Resume Editing
May	Workplace Financial Literacy	<ul style="list-style-type: none"> - Meeting with Human Resources Rep - Employee Benefits - Weekly and Monthly Budgeting - Spending Journal - Spent - Career Path Planning
June	Internship Experience Recap	<ul style="list-style-type: none"> - Update Resume - Exit Interview - Business Pitch & CIP Feedback Presentation