

**December Checklist**  
**Soft Skill Topics: *Oral and Written Business***  
***Communication Skills***  
**Juniors – 2 WBL Periods**

**Assignments Due: January 7th**

- \_\_\_\_\_ Check Stubs (Mandatory for PAID Employees)  
OR  
Hours Documentation (Mandatory for UNPAID interns)
- \_\_\_\_\_ Employer Evaluation (to be completed by your employer/mentor) – 2 pages
- \_\_\_\_\_ Soft Skill Activity from “It’s For Real” website  
Series III #10 “Be Patient”  
AND  
Series III #12 “No One Else Knows!”