

October Checklist

Soft Skill Topics: *Attendance and Punctuality,* *Self-Management and Time-Management*

Seniors – 2 WBL Periods

Assignments Due: November 5th

- _____ Check Stubs (Mandatory for PAID Employees)
OR
Hours Documentation (Mandatory for UNPAID interns)
- _____ Resume (instructions and grading rubric provided)
- _____ Employer Evaluation: Educational Training Plan
(to be completed by your employer/mentor)
See your WBL coordinator to get your personalized plan.
- _____ Soft Skill Activity from “It’s For Real” website
Series I #4 “What’s a Few Minutes?”
AND
Series I #7 “Why Today?”