

# Shakopee Center for Advanced Professional Studies Partner Timeline

Engineering and Manufacturing (AM) | Human Services (AM) | Creative Media (AM)

Business Administration and Management (AM and PM) | Healthcare and Medicine (AM and PM)



## 1st Semester Client Projects | Late September - January

Timeline	Client Agreements	Student Experience
<ul style="list-style-type: none"> <li><b>March-May:</b> CAPS Instructors check in on potential interest in sponsoring client project</li> <li><b>June-August:</b> CAPS Instructor will support client in completing project framework form</li> <li><b>August 31:</b> Project Framework Forms Due</li> <li><b>Late September:</b> Project Pitch Day</li> <li><b>Early October:</b> Initial Client Meeting</li> <li><b>October-December:</b> Students have dedicated project work time ~2 days per week</li> <li><b>January:</b> Finalize Deliverables and Present final work to client in mid-late January</li> </ul>	<ul style="list-style-type: none"> <li>Complete the CAPS Project Framework Form.</li> <li>Participate in project pitch day by presenting your project to the class (in-person or remote)</li> <li>Minimum of 3 meetings AND a final Presentation with the group that takes on your project (Initial Meeting, 2 Check Ins, Final Presentation)</li> <li>Communicate with your group by email to provide feedback in between meetings.</li> <li>Complete a student evaluation at the end of the project.</li> </ul>	<ul style="list-style-type: none"> <li>After project pitch day, Students rank their top 3 interests for projects and are placed into groups by the CAPS instructor.</li> <li>Students are expected to communicate regularly with the client.</li> <li>Students have the ability to meet with clients remotely or in person during their assigned CAPS time.</li> <li>Students are learning project management and professional skills during this time to prepare them for an internship opportunity and a future career.</li> </ul>

## CAPS Internships | January 29 - March 22, 2024 | Mo, Tu, Th, Fr

AM Programs 8:20-11:05AM | PM Programs 12:10-3:00PM

Timeline	Internship Overview
<ul style="list-style-type: none"> <li><b>March-July:</b> Assess interest and feasibility of hosting a CAPS Intern</li> <li><b>August-October:</b> Create an Internship Job Description (Template)</li> <li><b>November 9:</b> Job Descriptions Due</li> <li><b>Mid-November:</b> Internships Posted to our internal CAPS Internship Job Board</li> <li><b>November 30:</b> Student Applications Due - Students apply by emailing their resume and cover letter.</li> <li><b>December 1-15:</b> Initial Interview Window</li> <li><b>December 8:</b> Internship Interview Fair - OPTIONAL opportunity to come to SHS to interview multiple internship candidates at one time. <i>Schedule with Zach.</i></li> <li><b>December 13:</b> First Day to Extend Internship Offers - This allows everyone time to interview and make decisions after the interview fair.</li> <li><b>Late January:</b> Students complete any necessary onboarding paperwork, etc. Additional onboarding should take place during the first week of the internship.</li> <li><b>January 29, 2024:</b> First Day of Internships</li> </ul>	<ul style="list-style-type: none"> <li><b>CAPS INTERNSHIP GUIDE</b></li> <li><a href="#">DLI Requirements for Unpaid Internships</a></li> <li><a href="#">Child Labor Laws</a></li> <li><b>Items needed to post a job description:</b> <ul style="list-style-type: none"> <li>Detailed job description to serve as the student's learning plan for the experience.</li> <li>Main supervisor/mentor will apply as a volunteer with Shakopee Schools. This includes a background check paid for by Shakopee Schools.</li> </ul> </li> <li><b>When a student accepts the position:</b> <ul style="list-style-type: none"> <li>Signed Internship Agreement</li> <li>Instruct students on any paperwork/forms you need completed on your side prior to the internship.</li> </ul> </li> <li><b>Preparing for your intern:</b> <ul style="list-style-type: none"> <li>Create a plan to train/onboard and check in with your intern regularly.</li> <li>Tips for Managing an Intern</li> </ul> </li> <li><b>Evaluation:</b> Complete a mid-term and final evaluation for your intern.</li> </ul>

## Professional Skills Conferences (All Programs Meet Together)

<b>September 29, 2023</b> <b>Professional Resume Review Needs:</b> <ul style="list-style-type: none"> <li>Resume Reviewers                             <ul style="list-style-type: none"> <li><a href="#">SIGN UP</a></li> </ul> </li> <li>Speakers:                             <ul style="list-style-type: none"> <li>Resume Skills</li> <li>Leadership Skills</li> </ul> </li> </ul>	<b>November 17, 2023</b> <b>Professional Interview Practice Needs:</b> <ul style="list-style-type: none"> <li>Practice Interviewers                             <ul style="list-style-type: none"> <li><a href="#">SIGN UP</a></li> </ul> </li> <li>Speakers:                             <ul style="list-style-type: none"> <li>Interview Skills</li> <li>Leadership Skills</li> </ul> </li> </ul>	<b>December 15, 2023</b> <b>Networking and LinkedIn Needs:</b> <ul style="list-style-type: none"> <li>Speakers:                             <ul style="list-style-type: none"> <li>Keynote: Networking and LinkedIn Tips</li> <li>Alumni Networking</li> </ul> </li> </ul>	<b>January 12, 2024</b> <b>Presentation Skills Needs:</b> <ul style="list-style-type: none"> <li>Presentation Feedback Volunteers</li> </ul>
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