

Professional Skills Development Program

Assignment Form Template

Instructions:

In the top-left corner of your browser, click
File → Make a Copy → and Complete/Submit this Form to Brightspace
in order to complete your Mock Interview, Volunteer Experience, or Networking Event.
(This form must be submitted for each deliverable.)

THIS SECTION TO BE COMPLETED BY THE STUDENT:

Name:	Date:
Student ID #:	MUN Email:
Title of Networking Event or Title of Volunteer Position (Enter N/A for Mock Interview):	

- 1. Please describe your experience.** (Guiding questions: What did you do? What was involved? Did you prepare for this experience and/or did you feel well-prepared? Please elaborate.)

- 2. What did you learn from participating in this experience?**

- 3. What skills or competencies did you practice or develop through this experience?**

PROOF OF PARTICIPATION

For the Networking Event:

The coordinator of the event you attend can complete the box below, or you may submit visual proof of your attendance/participation at the event (ie. a clear, on-scene photo or screenshot which includes you).

For your Volunteering:

The volunteer coordinator or staff member of the organization you volunteer with can complete the box below, or you may submit visual proof of your participation (ie. a clear, on-scene photo or screenshot which proves your participation).

For your Mock Interview:

The person who interviewed you can sign this form, or you may submit visual proof of your participation at the interview (for example, a screenshot of an email follow-up or an email receipt confirming your attendance). **Note:** For this deliverable, a real interview may be used in place of a mock interview.

***IN LIEU OF SUBMITTING VISUAL PROOF WITH YOUR ASSIGNMENT,
THIS SECTION IS TO BE COMPLETED BY THE EVENT "WITNESS":***

Your signature on this form verifies that the student named above has completed or attended:

- ☐ A Networking Event
- ☐ A Mock Interview
- ☐ 1 Hour of Volunteering

Name of Witness:

Title:

Email Address:

Signature:

Date: