

Reading Requirements		Deadline
<b>Objective:</b>	<i>Pre-internship reading requirement aimed at preparing you for some of the topics that will be covered in the internship</i>	
<b>Tasks to be Completed:</b>	1. Read entire publication and be prepared for quiz on the subject	<i>Prior to Start</i>
	<b>Publications:</b> <i>The Unwritten Rules of Engineering, by W.J. King</i> <i>The Intelligent Investor, by Benjamin Graham</i> <i>Extreme Productivity, by Robert C. Pozen</i>	
Wall Street Training Module - Valuations		Deadline
<b>Objective:</b>	<i>Pre-requisite course designed to prepare you for the financial modeling required in investment banking</i>	
<b>Tasks to be Completed:</b>	1. Completion of all courses onsite during first week of internship	<i>First Week</i>
Excel Training Module		Deadline
<b>Objective:</b>	<i>Microsoft excel is a critical tool used daily by analysts to perform various valuation analyses</i>	
<b>Tasks to be Completed:</b>	1. Completion of courses onsite during first week of internship - Course TBD	<i>First Week</i>
Database Demos - CapIQ, SNL Financial, Marklines, etc.		Deadline
<b>Objective:</b>	<i>Introductory demonstration of these web-based tools the Investment Bankers at DPP use on a daily basis</i>	
<b>Tasks to be Completed:</b>	1. Completion of all demos onsite during first week of internship	<i>First Week</i>
Potential Investors / Buyers Database Development - Internal DPP		Deadline
<b>Objective:</b>	<i>Update/populate DPP's internal investor and buyer lists</i>	
<b>Tasks to be Completed:</b>	1. Research proper contacts, email addresses, phone numbers, etc. 2. Categorize based on investment interests relevant to DPP transactions - IE Manufacturing/FIG	<i>TBD</i>
Interviewing Template and Mock Interview		Deadline
<b>Objective:</b>	<i>Interviewing skills are critical to an individual's career path - DPP aims to enhance your interviewing techniques and resume</i>	
<b>Tasks to be Completed:</b>	1. Submit resume to DPP Associate for review and feedback 2. Incorporate feedback into resume; prepare for mock interview 3. Complete mock interviews with key business people from prominent companies	<i>First Week</i> <i>Second Week</i> <i>TBD</i>
Gerry Weinberg Sales Questions and Seminar		Deadline
<b>Objective:</b>	<i>Learn and comprehend selling and marketing techniques that will benefit you as you begin your career</i>	
<b>Tasks to be Completed:</b>	1. Review sales questions and techniques 2. Attend meeting led by Gerry Weinberg - date TBD	<i>On-going</i> <i>TBD</i>

Turbocharge Profitability - Profit Isle Webinar		Deadline
Objective:	<i>Discover barriers to profitability and learn strategies to accelerate profitable growth within an organization</i>	
Tasks to be Completed:	1. Attend webinar led by Jonathan Byrnes - MIT professor	TBD
Segmentation Template		Deadline
Objective:	<i>To be provided</i>	
Tasks to be Completed:	1. Complete segmentation template - Jim to provide framework	TBD
Procurement Presentation		Deadline
Objective:	<i>To be provided</i>	
Tasks to be Completed:	1. Complete procurement presentation - to be provide	TBD
Hubbard Calibration Webinar and Presentation		Deadline
Objective:	<i>Hubbard Decision Research studies the ways business professionals make decisions and properly calibrates them to be more precise</i>	
Tasks to be Completed:	1. Complete the Hubbard Decision Research calibration webinar	TBD
Kolbe - Personality Assessment		Deadline
Objective:	<i>Identify your personal strengths and weaknesses - learn how to utilize your strengths and improve your weaknesses</i>	
Tasks to be Completed:	1. Complete the Kolbe online assessment	First Week
Integrity Discussion - Hugh Sloan (Spartan Motors - Board of Directors)		Deadline
Objective:	<i>Learn the meaning of integrity in the business world from a Board member of a publicly-traded specialty vehicle manufacturer</i>	
Tasks to be Completed:	1. Attend discussion meeting	TBD
Other Activities - To Be Identified		Deadline