

Reading Requirements		Deadline
Objective:	<i>Pre-internship reading requirement aimed at preparing you for some of the topics that will be covered in the internship</i>	
Tasks to be Completed:	1. Read entire publication and be prepared for quiz on the subject	<i>Prior to Start</i>
	Publications: <i>The Unwritten Rules of Engineering, by W.J. King</i> <i>Complete Guide to Middle Market M&A</i>	
Wall Street Training Module - Valuations		Deadline
Objective:	<i>Pre-requisite course designed to prepare you for the financial modeling required in investment banking</i>	
Tasks to be Completed:	1. Completion of all courses onsite during first week of internship	<i>First Week</i>
Excel Training Module		Deadline
Objective:	<i>Microsoft excel is a critical tool used daily by analysts to perform various valuation analyses</i>	
Tasks to be Completed:	1. Completion of courses onsite during first week of internship - Course TBD	<i>First Week</i>
Database Demos - CapIQ, SNL Financial, Marklines, etc.		Deadline
Objective:	<i>Introductory demonstration of these web-based tools the Investment Bankers at DPP use on a daily basis</i>	
Tasks to be Completed:	1. Completion of all demos onsite during first week of internship	<i>First Week</i>
Potential Investors / Buyers Database Development - Internal DPP		Deadline
Objective:	<i>Update/populate DPP's internal investor and buyer lists</i>	
Tasks to be Completed:	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
Objective:	<i>Interviewing skills are critical to an individual's career path - DPP aims to enhance your interviewing techniques and resume</i>	
Tasks to be Completed:	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>
Meet & Greet with Former Lear CEO Matt Simoncini		Deadline
Objective:	<i>Learn how Lear was guided out of bankruptcy and positioned for success during the most disruptive time in automotive history.</i>	
Tasks to be Completed:	1. Meet Matt Simoncini who recently ended a six-year run in the company's top job that took it from the aftermath of a bankruptcy to record sales.	<i>6/12/2018</i>

Donnelly Penman & Partners
Intern Work Program

DPP - BCM contact research		Deadline
Objective:	<i>Gather contact information for DPP contacts whose current information is outdated in BCM</i>	
Tasks to be Completed:	1. BCM Updates 2. Coordinate contacts with DealCloud for update	<i>TBD</i>
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	<i>First Week</i>
GlobalMeet - Introduction to Audio and Video Conferencing		Deadline
Objective:	<i>Exposure to audio and video conferencing tools</i>	
Tasks to be Completed:	1. Attend web-based intro course	<i>TBD</i>
Valuation Case Study - DPP Client		Deadline
Objective:	<i>Supplement the Wall St. Training Program with a valuation case study on a prior DPP engagement</i>	
Tasks to be Completed:	1. Complete a valuation on the targeted company	<i>TBD</i>