



Internship Work Plan Template

All internships should have one thing in common – a focus on student learning and growth. By creating a work plan for your internships, you provide structure and define the overarching goals and themes for the internship. The following example can be used as a template in creating a work plan for your interns.

Work Plan Example

Week 1: June 20 - 25

Theme(s)	<ul style="list-style-type: none"> Orientation and Onboarding
Goal(s)	<ul style="list-style-type: none"> Become familiar with the office and staff Understand company mission, vision, & values Get access to administrative and computer systems
Task(s)	<ul style="list-style-type: none"> Conduct an office tour, or virtual tour, and introduce intern to your staff Host a company 'meet and greet,' or an online group meeting for remote interns 60min meeting with supervisor to discuss company mission, vision, & values and how the internship fits in 60min meeting with HR to go over administrative systems

Defining Terms

THEME
The subject or overall sense of the current week

Week 2: June 27 - July 1

Theme(s)	<ul style="list-style-type: none"> Learning Goals and Project Plans
Goal(s)	<ul style="list-style-type: none"> Develop overarching learning goals for the internship and define project plan scope Train on company protocols and understand how to accomplish tasks for projects
Task(s)	<ul style="list-style-type: none"> 60min meeting with supervisor to finalize learning agreement and work plan Complete online training module(s) for new employees on company protocols Create a draft of the work product related to the first intern project

GOAL
A specific, measurable, and actionable thing to accomplish

Week 3: July 5 - July 8

Theme(s)	<ul style="list-style-type: none"> Building Confidence on Work Tasks
Goal(s)	<ul style="list-style-type: none"> Finalize first intern project Develop communication plan for giving and receiving feedback on work products Expand the intern's network of colleagues in the office
Task(s)	<ul style="list-style-type: none"> 30min meeting with supervisor to go over notes and edits to first intern project <ul style="list-style-type: none"> Discuss how to best to give and receive feedback going forward Set aside 2 hours of dedicated work time to finalize first intern project Schedule a coffee chat, or virtual call, with an office colleague in related department

TASK
The action(s) an intern, or supervisor, will take to achieve stated goals

ADDITIONAL WORK PLAN TIPS

- > Keep going - continue this structure for each week of the internship. Ideally, plan it out early on.
- > Collaborate - create the work plan with your intern, increasing their ownership over the work.
- > Be flexible - work plans can change over time, and that's okay. Regularly update them as needed
- > More guidance - check out our handout on [Creating Learning Goals](#), and our [Manage & Support webpage](#) for more information on supporting your interns.
- > Questions? Contact Internship Success Manager, Dan Herb at dherb@uw.edu.