**Instructions**: This document should be completed in two steps and can be used for any career preparation activity which includes: internships, mentored industry projects, clinical experiences, or apprenticeships. An example of the project/work plan is included at the end of this document. Please read the instructions below.

1. **Project/Work Plan**: Outline the main project(s) the student will complete during the career preparation activity. This could focus on one large project or 2-3 smaller projects that differ in work planning. Use this before the student begins their work to ensure the project is well developed, can span the course of the career preparation experience, and adds value to the host company and student.
2. **Skill Development**: Help students identify skill development opportunities through the Skill Development Plan. Students should complete the [skills self-assessment](https://ash.naf.org/public/downloadable-resource/index/student-skills-self-assessment) and discuss these results with their supervisor or project mentor at the beginning of the project process. Focus on the six [Future Ready Skills](https://ash.naf.org/public/wbl/six-future-ready-skills) as you help the student identify skills of focus for their career preparation experience. Additionally, identify activities or project elements that will help the student develop and practice these skills.

# Step 1: Project Plan

To be completed by the supervisor **BEFORE** the student begins their Career Preparation Activity (internship, mentored industry project, clinical experience, or apprenticeship).

**Start Date:**

**End Date:**

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| --- |
| **Project Overview and Background**: *Include background and contextual information relevant to the project and its value to the employer or community. Include a question or problem statement that students will be solving. This is the “****why****.”* |
|  |
| **Project Description**: *Provide a clear, organized, and concise description of* ***what*** *the student will be asked to do. Explain all portions of the project, from research to final presentation. Outline expectations and instructions clearly.* |
|  |
| **Deliverables**: *Provide clear information on* ***how*** *the student is to deliver the project. What evidence will the student need to show?* |
|  |
| **Timeline**: *Outline weekly goals (week 1, week 2, etc) and benchmarks to assist the student with project management and ensure progress towards the deliverables. Include dates* ***when*** *project deliverables are due. This can also include presentations and supervisor/mentor check-ins.* |
|  |
| **Skills**: *Select the applicable skills that you expect the student will develop through the completion of the project. Refer to the Future Ready Skills assessment for examples.* |
|  |

# Step 2: Skill Development Plan

To be completed **WITH** the student by the end of the first week of their experience.

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| --- | --- | --- |
|  |  | A blue line drawing of a head with a light bulb inside  Description automatically generated |
| Collaboration | Communication | Problem-Solving |
| A purple sign with many signs  Description automatically generated with medium confidence | A black and white image of a globe with arrows around it  Description automatically generated |  |
| Initiative & Self-Direction | Social Awareness | Planning for Success |

|  |
| --- |
| **Skill 1**: *Choose a skill from the* [*Future Ready Skills Assessment*](https://ash.naf.org/public/downloadable-resource/index/internship-assessment-sample)*.* |
|  |
| **Activity**: *Outline the tasks that will help the student grow and/or master the skill through work on the project/work of value.* |
|  |
| **Skill 2**: *Choose a skill from the Future Ready Skills Assessment.* |
|  |
| **Activity**: *Outline the tasks that will help the student grow and/or master the skill through work on the project/work of value.* |
|  |

# Example of Project plan

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| --- |
| **Project Overview and Background**: The company is looking to engage in community outreach. To do so, they need a list of local community organizers and leaders. The student will be responsible for creating a database of local leaders and organizations that includes current contact information. |
| **Project Description**: The student will begin by researching all local community organizations including a lead contact for each one. They will create a plan, including email templates, to reach out to each organization. The student will curate a list of organizations, employees, and confirmed contacts which will be uploaded to the company’s database.  |
| **Deliverables**: 1. List of possible organizations and lead contacts.
2. Email templates used to reach out.
3. Final list of community leaders and organizations with current contact information.
 |
| **Timeline:***Week 1*: Research local community organizations.*Week 2*: Draft email template and begin sending to the appropriate organizations.*Week 3*: Collect responses, organizing by confirmed, follow-up, or not interested.*Week 4*: Update company data base with new information. |
| **Skills:*** Communication
* Problem-Solving
* Initiative & Self-Direction
 |

# Example of Skill development plan

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| --- |
| **Skill 1: Communication** |
| The student will communicate with the supervisor/mentor to set up check-in times and share progress and challenges throughout the project. |
| **Skill 2: Initiative & Self-Direction** |
| The student will work independently to set and meet weekly goals. |