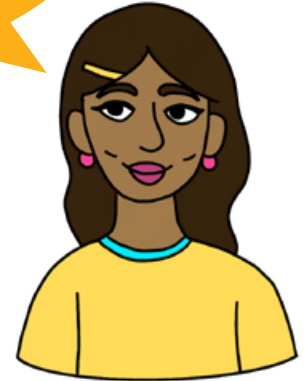




# DAILY, WEEKLY, MONTHLY



It helps me to know what to expect every day, week, and month of my internship. Here's what to schedule on both our calendars, starting from Day 1!



## START OF INTERNSHIP

- ✔ **Supervisor-Intern Expectations Meeting:** a one-on-one to connect and set expectations for the internship, make sure that interns have all of the materials and information they'll need to get started

## DAILY

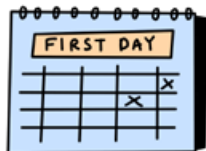


- ☐ **Morning stand:** (10 minutes) set expectations and priorities for the day
- ☐ **End of day stand:** (10 minutes) what was accomplished? what is still being worked on?

## WEEKLY



- ☐ **Team Check-In Meetings:** (30-60 minutes) interns meet with a full team, everyone shares progress
- ☐ **Workshops:** internal or external offerings where interns can learn or develop skills



## MONTHLY



- ☐ Are there any religious observations that overlap your intern's internship? Ensure interns get time off to observe religious holidays.
- ☐ Team (or Company) Retreats
- ☐ Broader Company Meetings

## END OF INTERNSHIP



- ☐ **Farewell Check-In:** a one-on-one for the end of your intern's time at the company
- ☐ **Farewell Gathering:** a gathering of colleagues to wish your intern future success
- ☐ **Post-Internship Assessment:** set aside time to complete your intern's assessment
- ☐ **Follow-Up Reminder:** a message to check in with your intern after the internship has ended



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