**Instructions:** This document should be completed in two steps. Please read the instructions below.

1. ***Work Plan***: Outline up to 4 projects you wish the intern to complete during the internship. The first box below describes the expected content for each project. It is important to reference the internship assessment for a complete list of the eight college and career readiness skill categories (CCR).
2. ***Learning Plan***: Present the work plan on page 2 to the intern during intern orientation and discuss additional skills (CCR or technical) the intern would like to develop during the internship beyond those listed in the Work Plan. It will be important to discuss and plan specific ways to assist with development of those skills as appropriate. Examples of activities could be: include interns in meetings, participate in existing employee training opportunities, or other specific projects. Complete the Learning Plan portion of this document with the intern during orientation.

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| **Sign and date to acknowledge agreement.** |
| Intern: | Date: |
| Internship supervisor: | Date: |

# Step 1: WORK PLAN

#  To be completed before the Internship

**Template and Example**

|  |  |
| --- | --- |
| **PROJECT #** | A project/assignment for the intern that will provoke the learning objective.*Ex. Create a database of San Francisco civic leaders with their contact information.* |
| **ACTIVITIES** | Tasks that will be performed to complete the project. *Ex. Attend Board of Supervisors meetings. Formulate questions to ask Supervisors. Introduce self to Supervisors and distribute business card. Send a thank you email to Supervisors.* |
| **DOCUMENTATION** | Evidence of the intern’s work. *Ex. List of questions for Supervisors, List of thank you notes sent, Contact list* |
| **TIMELINE** | Project due date(s) and planned supervisor/mentor check-ins.*Ex. Prepare list of questions for Supervisors meeting by February 1, attend Supervisor’s meeting on February 4, write and send thank you emails by February 6, finalize contact list by February 15* |
| **SKILLS** | Select the applicable skills that you expect the intern will develop through the completion of the project. Refer to NAF’s Internship Assessment.*Ex. Communication, Collaboration, Information Management* |

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| **PROJECT #1** |  |
| **ACTIVITIES** |  |
| **DOCUMENTATION** |  |
| **TIMELINE** |  |
| **SKILLS** |  |

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| **PROJECT #2** |  |
| **ACTIVITIES** |  |
| **DOCUMENTATION** |  |
| **TIMELINE** |  |
| **SKILLS** |  |

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| **PROJECT #3** |  |
| **ACTIVITIES** |  |
| **DOCUMENTATION** |  |
| **TIMELINE** |  |
| **SKILLS** |  |

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| **PROJECT #4** |  |
| **ACTIVITIES** |  |
| **DOCUMENTATION** |  |
| **TIMELINE** |  |
| **SKILLS** |  |

# Step 2: LEARN PLAN

#  To be completed with intern during orientation

**Template and Example**

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| --- | --- |
| **SKILL** | A skill from the NAF Internship Assessment.*Ex. Communication* |
| **ACTIVITY** | Tasks that will help the student grow and/or master the skill through work on the project.*Ex. The student will communicate with the supervisor/mentor to set up check-in times and share progress and challenges throughout the project.* |

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| **SKILLS** |  |
| **ACTIVITIES** |  |

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| **SKILLS** |  |
| **ACTIVITIES** |  |

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| **SKILLS** |  |
| **ACTIVITIES** |  |

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| **SKILLS** |  |
| **ACTIVITIES** |  |