

Internship Work Plan

Intern Name: _____

Intern Position: _____

Location: _____

Internship Duration Start _____ End _____

Supervisor Name: _____

Phone: _____

Email: _____

Key Responsibilities/Projects

1. _____
2. _____
3. _____
4. _____
5. _____

Expected Outcomes

1. _____
2. _____
3. _____
4. _____
5. _____

Supervisor Signature _____ Date _____

Intern Signature _____ Date _____

Strengths, Highlights, and Accomplishments (Describe the specific behaviors that contribute to getting results)

1. _____
2. _____
3. _____
4. _____
5. _____

Targets Missed

1. _____
2. _____
3. _____
4. _____
5. _____

Developmental Opportunities (Describe the specific behaviors that need to be improved)

1. _____
2. _____
3. _____
4. _____
5. _____

Development Recommendation

**Area/Skill/Experience
Timeframe**

Actions

1. _____
2. _____
3. _____
4. _____
5. _____

Supervisor Signature _____ Date _____

Intern Signature _____ Date _____

