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
<table>
<thead>
<tr>
<th>Area/Skill/Experience</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timeframe</td>
<td></td>
</tr>
</tbody>
</table>
1. ______________________ |
2. ______________________ |
3. ______________________ |
4. ______________________ |
5. ______________________ |

Supervisor Signature__________________________________________Date______________________
Intern Signature______________________________________________Date______________________