# Intern Work Plan

Work Plans help to a) break down large projects into smaller goals, b) create a logical schedule and progression for work, and c) identify the specifics of the work you will do, how and by when. They also identify personal goals you hope to meet through your internship experience.

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| **Name** |  | **Date** |  |
| **Primary Staff Contact** |  | | |
| **Internship Description** |  | | |

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| **Project Goal(s) for the Semester** (big picture desired outcome) |
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| **Key Project(s) Objectives**  SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) |
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| **Timeline**  Break the semester down into smaller segments and specific steps. What tasks and outcomes do you plan to accomplish in the first few weeks, the first half of the semester, etc. List out specific steps for achieving your objectives. Can be done on a Gantt chart instead. | | | |
| **Task (what will be done)** | **Outcome (expected result of task)** | **Start Date** | **Deadline** |
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| **Resources/Project Partners** |
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| **Personal Objectives** |
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| **How will you know that your project was a success?**  List at least 3 ways that you will measure and quantify your success |
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| **Work Schedule** | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday |
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