



# Internship Work Plan Template

All internships should have one thing in common – a focus on student learning and growth. By creating a work plan for your internships, you provide structure and define the overarching goals and themes for the internship. The following example can be used as a template in creating a work plan for your interns.

## Work Plan Example

### Week 1: June 20 - 25

<b>Theme(s)</b>	<ul style="list-style-type: none"> <li>Orientation and Onboarding</li> </ul>
<b>Goal(s)</b>	<ul style="list-style-type: none"> <li>Become familiar with the office and staff</li> <li>Understand company mission, vision, &amp; values</li> <li>Get access to administrative and computer systems</li> </ul>
<b>Task(s)</b>	<ul style="list-style-type: none"> <li>Conduct an office tour, or virtual tour, and introduce intern to your staff</li> <li>Host a company 'meet and greet,' or an online group meeting for remote interns</li> <li>60min meeting with supervisor to discuss company mission, vision, &amp; values and how the internship fits in</li> <li>60min meeting with HR to go over administrative systems</li> </ul>

**Defining Terms**

**THEME**  
The subject or overall sense of the current week

### Week 2: June 27 - July 1

<b>Theme(s)</b>	<ul style="list-style-type: none"> <li>Learning Goals and Project Plans</li> </ul>
<b>Goal(s)</b>	<ul style="list-style-type: none"> <li>Develop overarching learning goals for the internship and define project plan scope</li> <li>Train on company protocols and understand how to accomplish tasks for projects</li> </ul>
<b>Task(s)</b>	<ul style="list-style-type: none"> <li>60min meeting with supervisor to finalize learning agreement and work plan</li> <li>Complete online training module(s) for new employees on company protocols</li> <li>Create a draft of the work product related to the first intern project</li> </ul>

**GOAL**  
A specific, measurable, and actionable thing to accomplish

### Week 3: July 5 - July 8

<b>Theme(s)</b>	<ul style="list-style-type: none"> <li>Building Confidence on Work Tasks</li> </ul>
<b>Goal(s)</b>	<ul style="list-style-type: none"> <li>Finalize first intern project</li> <li>Develop communication plan for giving and receiving feedback on work products</li> <li>Expand the intern's network of colleagues in the office</li> </ul>
<b>Task(s)</b>	<ul style="list-style-type: none"> <li>30min meeting with supervisor to go over notes and edits to first intern project                             <ul style="list-style-type: none"> <li>Discuss how to best to give and receive feedback going forward</li> </ul> </li> <li>Set aside 2 hours of dedicated work time to finalize first intern project</li> <li>Schedule a coffee chat, or virtual call, with an office colleague in related department</li> </ul>

**TASK**  
The action(s) an intern, or supervisor, will take to achieve stated goals

### ADDITIONAL WORK PLAN TIPS

- > Keep going - continue this structure for each week of the internship. Ideally, plan it out early on.
- > Collaborate - create the work plan with your intern, increasing their ownership over the work.
- > Be flexible - work plans can change over time, and that's okay. Regularly update them as needed
- > More guidance - check out our handout on [Creating Learning Goals](#), and our [Manage & Support webpage](#) for more information on supporting your interns.
- > Questions? Contact Internship Success Manager, Dan Herb at [dherb@uw.edu](mailto:dherb@uw.edu).