

INTERN WORK PLAN TEMPLATE

Intern Name: _____

Start Date: _____ End Date: _____

Supervisor Name: _____ Date of Mid-Internship Review: _____

Use this template to break down the goal-setting process into smaller, more actionable steps. Determine specific projects and their corresponding tasks to achieve the overall goal.

Overarching Goal for the Internship: _____

PROJECT #1: _____

Task	Partner/Supervisor(s)	Deadline	Notes
<i>Name of task</i>	<i>Employee(s) intern reports to for this task</i>	<i>mm/dd/yy</i>	<i>Any additional information</i>

PROJECT #2: _____

Task	Partner/Supervisor(s)	Deadline	Notes

PROJECT #3: _____

Task	Partner/Supervisor(s)	Deadline	Notes