

INTERN WORK PLAN TEMPLATE

Intern Name: _____
 Supervisor Name: _____
 Internship Start Date: _____
 Internship End Date: _____
 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.

GOAL: TITLE OF OVERARCHING GOAL

Project A: Name of project

Task	Owner(s)	Partner(s)	Deadline	Notes
Name of task 1	<u>Intern Name</u>	<u>Support</u>	<u>mm-dd-yyyy</u>	<u>include any pertinent notes</u>
Name of task 2				

GOAL:

Project A:

Task	Owner(s)	Partner(s)	Deadline	Notes

Project B:

Task	Owner(s)	Partner(s)	Deadline	Notes

Project C:

Task	Owner(s)	Partner(s)	Deadline	Notes

GOAL:

Project A:

Task	Owner(s)	Partner(s)	Deadline	Notes

Project B:

Task	Owner(s)	Partner(s)	Deadline	Notes

Project C:

Task	Owner(s)	Partner(s)	Deadline	Notes