

# Work plan sample

## INTERNSHIP CONTRACT

As you and your intern complete the intern work plan, the internship contract or a similar document, we encourage both parties to have a thoughtful and meaningful conversation to plan for a successful experience. The student and internship supervisor should leave this meeting with a clear understanding of the following issues:

- Review the internship description together. The intern should ask clarifying questions and understand what the position entails and workplace expectations.
- What is the communication structure? Considering the environment (virtual, in person or hybrid), what is important for the intern to know and understand when communicating with a supervisor or others on the team? What should interns do when they have questions?
- What is expected of the intern and what defines “success” as an intern in your office? What goals and expectations does the supervisor and organization have for the intern, and how will performance be managed?
- What skills are important to develop in this internship to fully support your office?
- How will the intern receive performance feedback throughout the semester, and what is the structure for accountability? How often will the intern check in with the supervisor one on one, and how formal will these meetings be? What should the intern prepare before these meetings to make the most of them? Is there a template or preferred agenda for these check-ins?
- Ahead of the internship contract discussion, the intern should draft three to five professional goals and discuss them with the internship supervisor. Goals can be related to professional development, skills development and/or mentorship opportunities. Interns will communicate these goals to the supervisor, and the supervisor will provide feedback on their feasibility and the specific ways they can be accomplished. After the supervisor and intern agree on these goals, they should document them below and revisit them throughout the internship.
  - Goal #1:
  - Goal #2:
  - Goal #3:
  - Goal #4:
  - Goal #5:

We hope these tips are helpful in preparing you and your intern for a rewarding internship experience. Best of luck!