Internship Program

Work Plan Template

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| **Goal/Project**  What are the specific and measurable goal(s), accomplishment(s) and/or project(s) that are to be achieved/completed? | **Activities, actions, and/or required resources**  What actions, activities and/or resources are required to achieve the goal/project? | **Completion Date**  What is the due date for the goal or project? | **Status**  What is the current state of progress towards the goal or project? |
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| **Intern:** |  |  | **Date:** |  |
| **Internship Supervisor:** |  |  | **Date:** |  |

*Please provide a copy to the Intern, keep a copy for your files.*