

Hawai'i Pacific University Career Services Center

Internship Training Plan Template

Company Overview: (Company Name)

Include information that will be helpful to a "new" person on the job. Provide a brief company history and information on your products/ services, philosophy, etc...

Supervisor: (Supervisor's Name and Title and **Alternate** Supervisor's Name and Title)

The intern's supervisor will have the largest impact on the work experience since supervisors are often viewed as a mentor, teacher, and role model.

Responsibilities: *State overall goals for the internship and summarize what the intern can expect to learn.*

PROJECTED TIMELINE OF INTERNSHIP

[*Timeframes are subject to modifications as necessary]

Beginning (Weeks one through four)*

Orientation (Week 1)

- Provide general orientation to your company and review company policies and rules. Describe training the intern will receive. Address standard procedures of your work setting.
 - Include appropriate attire and behavior, office hours and breaks, and procedures if sick or late.
- Provide introductions to company personnel and opportunities for networking and informational interviewing with key personnel.
- Supervisor and Intern will review expectations for the internship.

Beginning (Weeks 2 – 4)

- The intern will be introduced to and begin to perform tasks related to ... [*Specifically identify a task related to the larger assignment or project*].
- The intern will learn ... [*Name a specific software program, a procedure, or a process*]
- The intern will understand organizational structure and how specific tasks employees perform relate to the overall functioning of the company.
- The intern will familiarize him or herself with the forms and administrative procedures within the company [*Describe as appropriate*].

Middle (Weeks 5 – 8)

- The intern will develop work samples as evidence of skills acquired. [*Describe some examples of specific work samples the intern will be expected to produce*]
- The intern is gain proficiency in completing... [*Identify task or skill*]
- The intern should be able to explain the company's product(s), services, and philosophy.
- Consider conducting a **Mid-point evaluation** to review progress in meeting the learning objectives.

Concluding (Weeks 9 - 12)

The intern is performing [*Insert tasks or functions*] proficiently and according to standard.

- The intern demonstrates the ability to..., or proficiency in ... [*Identify specific task or software*]
- The intern will be able to present a completed project or assignment.
- The intern is able to evaluate his/her performance in review with supervisor upon conclusion of the internship.