

Intern(s) Planning Worksheet

Supervisor: _____

Mentor and/or other involved staff:

Learning Goals:

List any goals you or the intern(s) may have and include specific experiences that would help to attain those goals.

Primary Project(s):

Description of Duties:

Opportunities to Add Value:

Opportunities may include a meeting with the Division Administrator or an Agency Head, staff events (team building, picnic, etc.) as well as other work related opportunities.