

EXECUTIVE SUMMARY OF THE INTERNSHIP WORK PLAN

Purpose

This summary will serve as a foundation for both you and your site supervisor to track your progress toward meeting your professional development and workplace goals. Additionally, it is appropriate for distribution to advisors at your home institution to record the details of your internship experience.

Action

Create a summary of your work plan (minimum of 1000 words in a document or slide deck).

Use your professional development goals worksheet and meeting notes to:

- Identify your **top priority professional development goals**.
 - Discuss how the internship might help you achieve these goals.
 - Summarize the steps outlined in your [SMART goals](#) from the project planning workshop.
- Identify the **key deliverables and projects you plan to accomplish at the workplace** by the end of the internship.
 - Discuss how your contributions and projects relate to the organization's overall mission.
 - Summarize the strategies and resources you will utilize to achieve these goals.
 - Outline how you and your supervisor will keep in touch regarding your progress in the internship.