

Internship Training/Activity Plan

Please work with your Intern Mentor to complete this Training/Activity Plan. You should discuss your formal training, daily duties and special tasks with your Mentor and document these below. This form will help you start the conversation, and clearly identify your roles and responsibilities of your Internship.

Interns will learn and apply work-related skills at least 80% of their time. They should have job specific responsibilities and interact with others in a working environment.

If the Intern is placed in a school environment, they are NOT permitted to grade the work of other students, and should never have access to an online grading system.

Student Name: _____ Mentor Name: _____
Block: _____ Grade: _____

Working hours (Include days and times) _____

The Intern training will be as follows:

The Intern will be performing the following activities: :

We have discussed the learning opportunities for this Internship _____

Mentor signature _____ Date: _____

Student signature _____ Date _____

It is the student's responsibility to return this signed plan to Mrs. Gibson. .

DUE DATE: Friday, August 27, 2021

For Office Use Only: Approved: _____ Not Approved: _____ Initials _____