



Internship Work Plan (IWP)

INSTRUCTIONS: Make a duplicate copy of this document in Google Drive, and then type out your responses (as a Google Document). Both Intern and Mentor(s) should sign and date the form electronically. Then, upload the document as a PDF to the Google Drive folder Workforce Development & Education has created for the Intern. No hand-written forms will be accepted.

Note: You can use Google Signature to sign this document. [Click here](#) to view instructions, and [click here for an example](#) of a form with Google Signature fields inserted.

Due date: This form is due one week before Orientation, which is the first day of the internship term.

**Note: In this document, the term "Intern" may refer to an undergraduate, post-baccalaureate, graduate student, or faculty collaborator in a Workforce Development & Education (WD&E) program.*

INTERN NAME:

MENTOR NAME(S):

Section 1. Project Details

Guidance: Mentors and Interns should look at the Project Details in the Welcome Letter. Feel free to use some or all of that language here, add details, and make updates as needed.

Q. Briefly describe the project the Intern will work on, and what they are expected to accomplish this term.

A. <enter response>

Q. What special equipment, techniques, software, etc. do you expect the Intern will learn and/or use in accomplishing the tasks mentioned above?

A. <enter response>

Q. To whom will the Intern report to for day-to-day supervision? This may be a Mentor, Associate Mentor, or other Mentor Group members.

A. <enter response>

Q. For this assignment, what WPC training courses are required? *You may attach a list of required courses.*

A. <enter response>

Section 2: Schedule

Guidance: With the Mentor Group, Interns are expected to work regular hours Mon-Fri, not to exceed 40 hours per week. Currently, the one exception to this is the SOAR program; we understand that SOAR Interns will work part-time schedules as needed.

About attendance: During the Internship term, all Workforce Development & Education (WD&E) Interns will be invited to attend events hosted by WD&E. Some of these are mandatory and others are optional, but good for



professional development and building community among the cohort. We will maintain an Internship Program Calendar to announce these to Interns.

Q. What daily work schedule is the Intern expected to keep?

A.

Q. How often and where will the Intern meet with the Mentor during the term?

A.

Q. How often and where will the Intern meet with the Associate Mentor (or other daily supervisors) during the term?

A.

Q. Please list day, time, and frequency of departmental or group meetings Intern is expected to attend.

Example: Weekly group meeting Mon 1-2:30pm, and department seminar Wed 3-4pm.

A.

Section 3. Work Mode, Locations

Guidance: Mentor Groups should determine the appropriate level of on- or off-site engagement based on factors such as the activities performed, scope of work, or terms of the subcontract agreement as applicable. Interns in WD&E programs are [Affiliates](#), and the WD&E Internship Program Manager (Nakeiah Harrell) serves as their Supervisor for the duration of the internship. Email NHarrell@lbl.gov with questions about work mode.

Aligned with the [Flexible Work Guidelines](#), consider the following when deciding on work mode/location:

- *Are the materials or equipment required to complete project work available at each location?*
- *Is the Intern's workstation at each location ergonomically safe?*
- *Interns who are working off-site should have the ability to take initiative, work independently, and deal with the distractions of working from home or other off-site locations.*
- *Will the Intern have a reliable and secure internet connection and be accessible during work hours?*
- *Will the Intern be in a location free from distractions and able to effectively accomplish project tasks?*

Q. Aligned with the needs of the technical or research project, which of the following work modes will the intern follow during the program? Examples: Full-time on-site work, hybrid (combination of on-site and virtual), full-time virtual, etc.

A.

Q. What elements of the Intern's work must be performed on-site, and which might be effectively performed from an off-site location?

A.

Q. If applicable, what resources and/or support from WD&E does your team need in order to ensure the success of the work mode you have selected? Examples: order a computer, update and/or refresh computer with new software or program, conduct an ergonomic evaluation for workstation, order external computer accessories, schedule a meeting to discuss, etc. WD&E will follow up with you!

A.

Q. If applicable, what plans are in place to support communication if some members of the Mentor Group are collaborating with the Intern (working on-site) while they (LBNL staff) are working remotely?



A. *<enter response>*

Q. Interns are not permitted to work on-site at Berkeley Lab alone. In the event that the Mentor and/or Associate Mentor is out sick, on vacation, or off-site for any reason, please list the name(s) of Mentor Group members who will be available to work on-site with and/or near the Intern when they are working on-site.

A. *<enter response - one or more additional names are required>*

Q. Specify in what locations Interns will work during a typical week. Some projects require Interns to work in multiple locations during a particular week. Interns might work in a particular location for only a specific time frame during the internship term, so you can specify that below (based on current plans).

Example: Mon-Wed B54, Room 1; Thurs-Fri B54, Room 2; Mon and Tues on-site in B54, Room 1, and Wed-Fri off-site from home.

A. *<enter response>*

Intern Name (print name)	Signature	Date
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Associate Mentor Name (print name)	Signature	Date
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Mentor Name (print name)	Signature	Date
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