

Appendix V: Internship Program Calendar Templates

Sample Twelve-Month Calendar

January <ul style="list-style-type: none"> Begin internal needs assessment to determine roles and projects for incoming interns 	February <ul style="list-style-type: none"> Complete internal needs assessment to determine roles and projects for incoming interns 	March <ul style="list-style-type: none"> Develop position descriptions + begin recruitment
April <ul style="list-style-type: none"> Complete recruitment + screen/interview applicants 	May <ul style="list-style-type: none"> Internship(s) begin, including training + orientation 	June <ul style="list-style-type: none"> Internships ongoing
July <ul style="list-style-type: none"> Internships ongoing 	August <ul style="list-style-type: none"> Internships completed 	September <ul style="list-style-type: none"> Internships evaluated
October <ul style="list-style-type: none"> Improvements made to internship program per evaluations 	November <ul style="list-style-type: none"> Improvements made to internship program per evaluations 	December <ul style="list-style-type: none"> Improvements made to internship program per evaluations

Sample Weekly Calendar

	Day 1	Day 2	Day 3	Day 4	Day 5
Week 1	<ul style="list-style-type: none"> Introductions Orientation 	<ul style="list-style-type: none"> Orientation 	<ul style="list-style-type: none"> Staff meeting 	<ul style="list-style-type: none"> Welcome lunch 	<ul style="list-style-type: none"> Reflection
Week 2	<ul style="list-style-type: none"> Discuss projects 			<ul style="list-style-type: none"> Weekly check-in 	<ul style="list-style-type: none"> Reflection
Week 3			<ul style="list-style-type: none"> Staff meeting 	<ul style="list-style-type: none"> Weekly check-in 	<ul style="list-style-type: none"> Reflection
Week 4	<ul style="list-style-type: none"> Projects check-in 			<ul style="list-style-type: none"> Weekly check-in 	<ul style="list-style-type: none"> Reflection
Week 5			<ul style="list-style-type: none"> Staff meeting 	<ul style="list-style-type: none"> Weekly check-in 	<ul style="list-style-type: none"> Reflection
Week 6		<ul style="list-style-type: none"> Evaluation (mid) 		<ul style="list-style-type: none"> Weekly check-in 	<ul style="list-style-type: none"> Reflection
...				<ul style="list-style-type: none"> Weekly check-in 	<ul style="list-style-type: none"> Reflection
Week 12	<ul style="list-style-type: none"> Projects review 	<ul style="list-style-type: none"> Evaluation (final) 		<ul style="list-style-type: none"> Presentation 	<ul style="list-style-type: none"> Celebrate!

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