**ACHIEVE COLLEGE INTERNSHIPS (ACI)** – INTERN WORK PLAN

**Intern:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. Job Performance Goals**

**Job Function 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(e.g., “Develop online training module for new electronic timesheets”)*

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| **Job Duty** | **Date to be Completed By** | **Collaborators (or Resources Needed)** | **Key Skills Learned** |
| *Describe each duty related to the job function* |  |  |  |
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**Job Function 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Job Duty** | **Date to be Completed By** | **Collaborators (or Resources Needed)** | **Key Skills Learned** |
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**Job Function 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Job Duty** | **Date to be Completed By** | **Collaborators (or Resources Needed)** | **Key Skills Learned** |
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**B. Professional Development Opportunities**

*Use this space to plan special events, informational interviews, and other professional development opportunities.*

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| **Professional Development Opportunity** | **Date Scheduled** |
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