# **TIP Internship Learning Plan**

*Note: This document is a tool you can use for your Intern-Supervisor Goals Meeting on the first day of internships. You are welcome to use it as is or modify as needed.*

**Intern name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Start date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **End date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Weekly Schedule:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Learning Plan is a tool to help interns’ learning interests match with projects and experiences at their internship placements. Use this form to facilitate a conversation about intern goals and how the internship experience can be tailored to match them as much as possible, with an understanding that no projects or experiences are guaranteed and that interns should be flexible and available for any assignment over the summer.

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| **Intern Goals or Interests** | **Potential Projects and Experiences** |
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|  |  |
|  |  |

**Other projects and tasks:**

**What opportunities for evaluation of the intern’s progress will be available?**

**Notes:**