
[NAME OF INTERNSHIP] Internship – Training Plan

Purpose:

Identify targeted learning outcomes designed to actively engage agency interns through purposeful, experiential activities; hands-on work assignments; participation on project teams; attendance at pertinent training sessions, meetings, and educational events; exposure to internal and external networks across the agency; and structured mentoring conversations highlighting both agency mission/values and Commonwealth culture.

Name of Intern:	
Agency:	
Bureau:	
Division:	
Intern Supervisor:	
Telephone:	
E-mail:	

I. OFFICE MISSION AND OBJECTIVES

[Enter overview of specific office mission and goals/objectives.]

II. OUTLINE OF OFFICE ORIENTATION AND INTRODUCTIONS

[Include onboarding and orientation requirements for COPA, agency, and bureau. Include introductions/meet-and-greet opportunities.]

III. POTENTIAL TASKS

[Identify all tasks that the intern may be responsible for conducting. Add rows as necessary.]

IV. POTENTIAL LEARNING OUTCOMES

[Identify all learning objectives and goals. Add rows as necessary.]

V. ADDITIONAL COMMENTS

[Include any additional comments on tasks, projects, or objectives here.]