



Students and Community
Working Together

Internship/Apprenticeship: The First Step Project Planning Sheet

1. Brainstorm and list potential project(s) which might translate into an internship/apprenticeship position

- back-burner work
- seasonal workload increase
- new product/service
- personnel leaves
- overworked

2. How to translate into a job description.

- Describe the project outcomes:

- List the skills and knowledge needed to complete the project:

3. Describe your ideal start date and ideal time for project completion. Identify the time frame that would best fit your needs (ex: spring/fall semesters, is it a year long commitment)

4. Identify potential supervisor to mentor the project:

5. My concerns, potential roadblocks:
