

Action Plan Worksheet

Student name: _____

Internship site: _____

Date: _____

You have outlined goals for your internship in your Internship Authorization-Student Form. Now that you have started your internship, it is time to define a specific learning plan that will identify what you want to learn and/or be able to do as a result of your internship.

Student goals (take these from your Authorization Form):

1. _____

2. _____

3. _____

4. _____

Now, use an Action Plan to describe exactly HOW you will accomplish these goals. Each goal will be met through action steps that define specific tasks, people or other resources needed to meet your goal. An Action Plan may include observing, asking questions, reading available materials, receiving formal training, performing tasks, practicing skills and getting feedback.

Goal No. 1: _____

Action Plan: _____

Step 1: _____

Step 2: _____