

Sample Schedule for a 6-Week Virtual Internship



Week	Tasks/Projects	Outputs
Prior to Start	<ul style="list-style-type: none"> Develop Job Description Complete Technology Checklist with intern 	Completed: <ul style="list-style-type: none"> Job Description Internship Planning Tool Technology Checklist
Week One	<ul style="list-style-type: none"> Hold a kick-off meeting with intern Share organization's orientation & welcome materials, including reference materials and background reading (consider mailing printed materials in advance to reduce screen time) Introduce the main work project the intern will be responsible for Assignment: industry research 	Complete Kick-Off Meeting Checklist Daily Check-Ins Weekly Check-In Assignment: <ul style="list-style-type: none"> Intern shares a summary of industry research findings and questions
Week Two	<ul style="list-style-type: none"> Hold a career panel for intern to hear from people within the org from different departments Intern begins work on their main project Job Shadowing: Intern attends some of your meetings 	Daily Check-Ins Weekly Check-In Assignment: Intern shares insights and questions from career panel and job shadowing
Week Three	<ul style="list-style-type: none"> Intern conducts informational interviews (could be with individuals within the org and also external contacts) Intern continues work on their main project Assignment: Creating a Resume 	Daily Check-Ins Weekly Check-In Assignment: <ul style="list-style-type: none"> Intern shares insights and questions from informational interviews Intern shares draft resume for feedback

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Week Four	<ul style="list-style-type: none"> • Job Shadowing: Intern attends some of your meetings • Intern continues work on their main project • Assignment: Research job search and interviewing best practices 	Daily Check-Ins Weekly Check-In Assignment: <ul style="list-style-type: none"> • Intern shares insights and questions from job search research
Week Five	<ul style="list-style-type: none"> • Job Shadowing: Intern attends some of your meetings • Intern completes draft of main project • Assignment: Conduct mock interview with intern and give feedback 	Daily Check-Ins Weekly Check-In Assignment: <ul style="list-style-type: none"> • Intern presents draft of project for feedback • Intern completes mock interview with someone at org
Week Six	<ul style="list-style-type: none"> • Gather colleagues for a presentation by the intern on their final project • Conduct Performance Review & Exit Interview 	Daily Check-Ins Performance Review & Exit Interview Assignment: <ul style="list-style-type: none"> • Intern gives final project presentation