

First Alaskans Institute

SUMMER INTERNSHIP PROGRAM – SAMPLE WORK PLAN 1 (Non-profit organization)

INTERN WORK DESCRIPTION: Please complete the weekly timeline with as much description as possible.

	Project Tasks	Description	Objectives/Outcomes	Staff member to do weekly check-in
Week One	<ul style="list-style-type: none"> • Fundraising 101 • Familiarization with online tools 	Orientation	Get a basic understanding of the principles of fundraising and learn how to use fundraising tools	John Doe
Week Two	<ul style="list-style-type: none"> • Data entry • Finance reporting/budgets 	Fundraising basics	Get hands-on experience with daily fundraising tasks	John Doe
Week Three	<ul style="list-style-type: none"> • Fundraising plans • Time management • Project development 	Organization and planning	Learn about how to develop fundraising plans and organize workload to handle a high volume of tasks	John Doe
Week Four	<ul style="list-style-type: none"> • Thank you letters • Newsletters • Social media 	Communications	Review successful pieces of communications and get practice creating your own	John Doe
Week Five	<ul style="list-style-type: none"> • Donor research • Donor meetings • Reviewing donor data 	Donor relations	Learn how to analyze donor data, do research on donors and get hands-on experience meeting with donors	John Doe
Week Six	<ul style="list-style-type: none"> • Grant research • Review successful grant applications • Grant proposals 	Grant research and applications	Review successful grant applications, conduct research and prepare an actual grant application	John Doe
Week Seven	<ul style="list-style-type: none"> • Research • Outreach • Events 	Finding new donors	Learn different techniques for obtaining new donors and help the team plan a donor event	John Doe
Week Eight	<ul style="list-style-type: none"> • Complete assigned projects, such as grant application, donor thank you letter, email newsletter 	Project wrap-up	Throughout the project, the Intern will be assigned real-life projects. This week will be a chance to review and complete those projects	John Doe

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SUMMER INTERNSHIP PROGRAM – SAMPLE WORK PLAN 2 (Education)

INTERN WORK DESCRIPTION: Please complete the weekly timeline with as much description as possible.

	Project Tasks	Description	Objectives/Outcomes	Staff member to do weekly check-in
Week One	Learn about the college, the marketing department, Workforce Development.	Getting your feet wet and understanding your community.	Be ready to be contributing by week 2.	John Doe
Week Two	Advertising a class and Social Media	The intern will learn how to market a training and how to market the college through social media.	The intern will understand how to create interest in training in a small town.	John Doe
Week Three	Developing a policy.	The intern will work with the Dean and College President to craft a Social Media policy.	The intern will understand how to create a policy and how they help a college function.	John Doe
Week Four	Running a camp.	Working directly with the Cooperative Extension Coordinator to help facilitate a middle school cooking camp and a digital media camp.	The intern will learn how to manage the many aspects a project including helping the instructor, arranging rides, and refreshments.	John Doe
Week Five	Running a camp.	Working directly with the Cooperative Extension Coordinator the intern will help facilitate a middle school cooking and a digital media camp.	The intern will learn how to manage the many aspects a project including helping the instructor, arranging rides, and refreshments.	John Doe
Week Six	Operating a filing system.	The intern will work with the Training Manager on an electronic filing system.	The intern will learn the importance and organization structure of electronic filing.	John Doe
Week Seven	Creating a database	The intern will work with the Career and Education Coordinator on a student database.	The intern will learn database structures and how valuable they can be to a high learning institution.	John Doe
Week Eight	Helping finish up camps	The intern will assist Student Services in finishing up their camps including debriefing with students and counselors to learn what can be done better next year.	The intern will learn how to gather and interpret feedback.	John Doe

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SUMMER INTERNSHIP PROGRAM – SAMPLE WORK PLAN 3 (Alaska Native Corporation)

INTERN WORK DESCRIPTION: Please complete the weekly timeline with as much description as possible:

	Project Tasks	Description	Objectives/Outcomes	Staff member to do weekly check-in
Week One	Corporate Records management	Compile database of minutes, motions and resolutions.	Organizational transparency	John Doe
Week Two	Village Corporation outreach	Initiate contacts to do a “check in” and discuss current issues	Connect with leaders across the state	John Doe
Week Three	Create webinar event	Based on contacts, select an issue to host a webinar/phone event	Utilize technology to create a conversation or training event for relevant for VC	John Doe
Week Four	Event planning & calendar	Logistics for fishnet lunch	Develop skills and record of logistics for event planning	John Doe
Week Five	Policy & Procedure manual	Create policy for internal office procedures	Write policy based common practices, research other office procedures	John Doe
Week Six	Develop promotional campaign	ANC or specific advocacy topic to design and implement a short-term publicity campaign	Identify target audience and develop a campaign based on desired outcome	John Doe
Week Seven	Finances & budget	Generate ideas on increasing revenue & implementation strategies	Learning fundraising techniques, grant availability and how to approach foundations	John Doe
Week Eight	Write policy statements for two (2) of the ANC current initiatives	Find issues that are important to intern & ANC and develop policy statements for the organization	Writing & research	John Doe