**Overview:**

This document establishes the learning plan and evaluative criteria utilized to develop internship positions. The evaluation criteria are used to evaluate the intern’s knowledge and skills based on the established learning plan.

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| **Learning Objectives:** List the Knowledge and skill the Intern will be able to learn and perform as a result of following this plan within specified timelines. | | | | |
| ***Assignment(s):*** *[i.e., this is where one of the duties can be used as a learning experience for the intern; and how it fits within the organization’s objectives. List duties/assignments/tasks separately.]*   1. Enter timesheet information into AKPAY. 2. Attend and pass ALDER 100 and 101 courses. Participate in the testing phase of ALDER with data entry assignments. | | | | |
| ***Method(s) of Instruction:*** *[i.e., job shadowing, classroom or individual instruction, self-paced, job aids, web-based (online distance delivery), video, etc. Include what and how the intern is to be rated.]*   1. Intern will be taught how to operate AKPAY through individual instruction from the Accounting Clerk, and attend the next available AKPAY course for timekeepers. The Accounting Clerk will have the Intern shadow him/her until they are competent to complete the task independently. Timeline (within 10-working days) 2. The intern will enroll in the ALDER 100 correspondence course, and complete within 30-days. Upon completion the Intern will be enrolled in the next available ALDER 101 course. The Accounting Clerk will have the Intern shadow him/her until they are competent to complete the task independently, and has successfully passed the ALDER 100 and 101 courses. Timeline (enroll within 15-working days – complete within 45-days) | | | | |
| ***Proficiency Evaluative Method(s):***[Explain how this will determine when the intern is proficient.]   1. Enter timesheet information into AKPAY without error. Intern will be under close supervision by the Accounting Clerk for at least 4 pay periods before being allowed to enter data independently. 2. Successfully complete the AKPAY and ALDER courses. | | | | |
| **Instruction Started** | | **Instruction Completed** | | **Rating Criteria/Evaluation** |
| **Date** | **Instructor Initials** | **Date** | **Instructor Initials** | **Learning, Developing, Proficient** |
| **10/12/2010** |  | **11/02/2010** |  | **Developing (AKPAY)** |
| **Feedback and Additional Comments** [If the intern is still in the Learning or Developmental stage, please provide feedback concerning mentoring and assist the intern in becoming proficient in learning assigned tasks. NOTE: Try to focus on quality, quantity, timeliness, and mannerism.  Example: The intern John Smith is highly efficient in entering data into AKPAY; however he needs to be cognizant of other important appointments. Suggest using Outlook calendar to remind him of other commitments such as working at the reception desk to cover the Office Assistant. | | | | |

**\*\* Please note that the Intern Title in the page headers will populate itself when printing, after the signature blocks are completed. \*\***

**Overview:**

An acceptable internship training plan should consist of defined levels; either single or multiple levels for flexibly staffed Interns, of learning objectives or assignments performed with a specific objective. The plan must also contain information on how the intern will accomplish those objectives (i.e., classes, individual instruction, job shadowing, etc.). Class instruction may be, for example, an intern attending training for hands-on shooting, care, and maintenance of firearms. Individual instruction may be the supervisor demonstrating proper fish cleaning techniques; and safe handling of chemicals, detailed location spreadsheets, and correct data entry protocol. Shadowing may involve the intern observing fish being loaded into a truck and accompanying hatchery personnel on a trip to stock lakes. Consider timelines in the plan.

Each plan must be generic so that it is applicable to all intern positions in the specific field, and not tailored to a particular individual. These criteria are intended to serve as a guide for both the intern and supervisor so that all parties understand what is expected.

***Single Level Interns:***

This document will establish the learning plan and evaluative criteria utilized to develop internship positions. The evaluative criterion is used to confirm the intern’s knowledge and skills based on the established learning plan.

***Flexibly Staffed Interns:***

This document will establish the learning plan and evaluative criteria utilized to develop internship positions, which may be reallocated within their respective job class series, under the 2008 revisions to the State of Alaska Internship Program Policy. The learning plan describes the criteria used to determine whether an intern possesses the skills and knowledge necessary to be considered for promotional advancement. The evaluative criteria are used to confirm the intern’s knowledge and skills based on the established learning plan.

Each level should subdivide the plan into phases, specifying the duration and objectives of each phase, and detailing how each phase builds on the previous one. Each plan must also include the following:

1. Specific assignments for each level of training for flexibly staffed positions
2. Skills to be performed for each level (single and flexibly staffed)
3. Chronology, syllabus, or assignments performed during this phase
4. The level of proficiency the Intern is expected to perform the task, including the level of supervision (such as under close supervision, general supervision, or independent)

**By signing this document, I certify that the intern has successfully completed this learning plan for . It is understood that this is a Non Flexible Intern Position.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name (double click here)**  **Date:**

**Instructor Signature**

**Instructor's Job Title (double click here)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name (double click here)**  **Date:**

**Intern Signature**

**Intern Title (double click here)**

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| **Learning Objectives** | | | | |
| *Assignment(s): [i.e., this is where one of the duties can be used as a learning experience for the intern]* | | | | |
| *Method(s) of Instruction: [i.e., job shadowing, classroom or individual instruction, etc.]* | | | | |
| *Proficiency Evaluative Method(s): [Explain how this will determine when the intern is proficient.]* | | | | |
| **Instruction Started** | | **Instruction Completed** | | **Rating Criteria** |
| **Date** | **Instructor Initials** | **Date** | **Instructor Initials** | **Learning, Developing, Proficient** |
|  |  |  |  |  |
| ***Feedback and Additional Comments:*** *[If the intern is still in the Learning or Developmental stage, please provide feedback that will benefit the intern’s comprehension of the task.]* | | | | |
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| **Learning Objectives** | | | | |
| *Assignment(s): [i.e., this is where one of the duties can be used as a learning experience for the intern]* | | | | |
| *Method(s) of Instruction: [i.e., job shadowing, classroom or individual instruction, etc.]* | | | | |
| *Proficiency Evaluative Method(s): [Explain how this will determine when the intern is proficient.]* | | | | |
| **Instruction Started** | | **Instruction Completed** | **Rating Criteria** | |
| **Date** | **Instructor Initials** | **Date** | **Instructor Initials** | **Learning, Developing, Proficient** (*Choose a Rating)* |
|  |  |  |  |  |
| ***Feedback and Additional Comments:*** *[If the intern is still in the Learning or Developmental stage, please provide feedback that will benefit the intern’s comprehension of the task.]* | | | | |

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