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 an established learning plan. **Part 1** identifies the incumbent, type of intern and their achievable levels, and serves as the certification page. **Part 2** provides a general synopsis of what is expected of the supervisor/trainer, and an example learning objective. **Part 3** provides an overview of methodology and types of interns. **Part 4** is the actual training plan with learning objectives and evaluation criteria the supervisor/trainer will utilize.

# Part I – Synposis/Position information and certification

## Intern/Position Control Information

**Intern’s Name (Last, First):** Last, First

**EE ID:** XXXXXX **PCN (no space):** XXXXX

**Department:** Choose an item.

**Division:** Click or tap here to enter text.

**Flex/Single Level:** Choose an item.

**Type of Intern (Check all that apply/achievable):**

Student Intern [ ]  1 / [ ]  2 College Intern [ ]  1 / [ ]  2 / [ ]  3 / [ ]  4 Graduate Intern [ ]  1 / [ ]  2

[ ]  Other (If not listed, enter title and levels): Title and Level

**NOTE: Specific definition and distinguishing characteristics of established interns may be viewed at:** [**https://www.governmentjobs.com/careers/Alaska/classspecs**](https://www.governmentjobs.com/careers/Alaska/classspecs)**. Intern position not listed must either be documented within or attached to this training plan.**

## Certification

By signing this document, I certify that the intern has successfully completed the learning objectives listed below within this training plan for Intern Title (*Select from dropdown*): Choose an item.

Flex/Single (*Select from dropdown*): Choose an item.

### Instructor/Trainer

**Instructor’s Job Title:** Instructor’s Job Title **Name:** Instructor’s Name

**Signature: Date:** MM/DD/YY

### Intern

**Intern’s Job Title:** Intern’s Job Title **Name:** Intern’s Name

**Signature: Date:** MM/DD/YY

**NOTE: Insert Not used into the Assignment section of training plan for unused/blank learning objective templates.**

# part 2 – synopsis

## Instructions for Supervisor/Trainer

When an intern has met the appropriate minimum qualifications and demonstrated proficiency in each of the learning objectives for the level, he or she has (1) met all requirements of training for a single level intern; or (2) is ready for promotion to the next higher level of the internship program. If you do not believe the Learning Objective(s) are achievable within your functional section, please consult your department Human Resource liaison or internship program manager.

1. **Assignment(s):** Assignments/duties/tasks used as learning experiences for the intern. Part(s) of the job description within the agency being learned.
2. **Method(s) of Instruction / Suggested Training:** Defines the relevant work and deliverables to the intern within their currently assigned functional group as it relates to the Assignment(s). The existing methods of instruction and training may be used, or the supervisor may edit the subsection as required.
3. **Proficiency Evaluative Method(s):** Explains how it is determined when the intern is considered learning, developing, and proficient. The existing methods of evaluation may be used, or the supervisor may edit the subsection as required.
4. **Feedback and Additional Comments:** Allows the supervisor to provide feedback relating to student’s (L) Learning, (D) Developing, or (P) Proficient rating as it reflects on work quality, quantity, and timeliness.

Below are the rating criteria definitions for the Intern. As part of a student’s evaluation process, progress toward proficiency in each of these areas will be evaluated using the following scale:

* **L: Learning** - The Student Intern has no experience in this area and requires an introduction to the material.
* **D: Developing** - The Student Intern has little experience and requires continued mentoring and training.
* **P: Proficient** - Training has been completed and the Student Intern has shown themselves to be proficient in this area. Performance is acceptable, and the student needs little mentoring.

## Example of Single Level Learning Objective

## Learning Objectives #1 (Minimum for All Interns)

**Incumbent Name:** First Name, Last Name

**Assignment(s):** (*this is where one of the duties can be used as a learning experience for the intern*)

*Program Indoctrination. Supervisor/trainer discusses task assignments and duties to be performed within this training plan. Include the method in which the intern will be taught and how their proficiency with the task and duties are evaluated*.

1. Enter timesheet information in the Integrated Resource Information System (IRIS)
2. Attend and pass assigned Excel courses on how to work in spreadsheets

S A M P L E

**Method(s) of Instruction:** (*job shadowing, classroom or individual instruction, etc.)*

*The supervisor/trainer will verbally have the method of instruction for individual tasks and duties. Correspondence courses and/or courses requiring registration will be identified, addressed how to register, and expectation given of when to complete. Courses should be added as an additional learning objective.*

1. Intern will be taught how to operate IRIS through individual instruction from the Accounting Clerk and attend the next available IRIS 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 Excel correspondence courses offered through Aspire Alaska and complete the course within 30-days. Upon completion, the Intern, the Accounting Clerk will have the Intern shadow him/her on the agency use of spreadsheets until they are competent to complete the task independently. Timeline (enroll within 15-working days – complete within 60-days)

**Proficiency Evaluative Method(s):** (*Explain how this will determine when the intern is proficient)*

*The intern will acknowledge they understand the requirements of the learning objective in order to be proficient and have enrolled in any courses identified by the supervisor/trainer.*

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**

**Date:** 12/15/2022 **Instructor Initials:** \_\_\_\_\_\_\_\_\_\_\_

**Instruction Completed**

**Date:** 2/10/2023 **Instructor Initials:** \_\_\_\_\_\_\_\_\_\_

**Rating Criteria:** Developing

**Feedback and Additional Comments:** *(If the intern is still in the Learning or Development stage, please provide feedback that will benefit the intern’s comprehension of the task.)*

Example: The intern, John Smith, is highly efficient in entering data into IRIS; 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.

# Part 3 – 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. Learning objective #1 (Program Indoctrination) should be the minimum learning objective for all interns.

## 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 2023 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 and job description 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).

# part 4 – training plan and criteria

## Learning Objectives #1 (Minimum for All Interns)

**Incumbent Name:** Click or tap here to enter text.

**Assignment(s):** (*this is where one of the duties can be used as a learning experience for the intern*)

Click or tap here to enter text.

**Method(s) of Instruction:** (*job shadowing, classroom or individual instruction, etc.)*

Click or tap here to enter text.

**Proficiency Evaluative Method(s):** (*Explain how this will determine when the intern is proficient)*

Click or tap here to enter text.

**Instruction Started**

**Date:** Click or tap to enter a date. **Instructor Initials:** \_\_\_\_\_\_\_\_\_\_\_

**Instruction Completed**

**Date:** Click or tap to enter a date. **Instructor Initials:** \_\_\_\_\_\_\_\_\_\_

**Rating Criteria:** Choose an item.

**Feedback and Additional Comments:** *(If the intern is still in the Learning or Development stage, please provide feedback that will benefit the intern’s comprehension of the task.)*

Click or tap here to enter text.

## Learning Objectives #2

**Incumbent Name:** Click or tap here to enter text.

**Assignment(s):** (*this is where one of the duties can be used as a learning experience for the intern*)

Click or tap here to enter text.

**Method(s) of Instruction:** (*job shadowing, classroom or individual instruction, etc.)*

Click or tap here to enter text.

**Proficiency Evaluative Method(s):** (*Explain how this will determine when the intern is proficient)*

Click or tap here to enter text.

**Instruction Started**

**Date:** Click or tap to enter a date. **Instructor Initials:** \_\_\_\_\_\_\_\_\_\_\_

**Instruction Completed**

**Date:** Click or tap to enter a date. **Instructor Initials:** \_\_\_\_\_\_\_\_\_\_

**Rating Criteria:** Choose an item.

**Feedback and Additional Comments:** *(If the intern is still in the Learning or Development stage, please provide feedback that will benefit the intern’s comprehension of the task.)*

Click or tap here to enter text.

## Learning Objectives #3

**Incumbent Name:** Click or tap here to enter text.

**Assignment(s):** (*this is where one of the duties can be used as a learning experience for the intern*)

Click or tap here to enter text.

**Method(s) of Instruction:** (*job shadowing, classroom or individual instruction, etc.)*

Click or tap here to enter text.

**Proficiency Evaluative Method(s):** (*Explain how this will determine when the intern is proficient)*

Click or tap here to enter text.

**Instruction Started**

**Date:** Click or tap to enter a date. **Instructor Initials:** \_\_\_\_\_\_\_\_\_\_\_

**Instruction Completed**

**Date:** Click or tap to enter a date. **Instructor Initials:** \_\_\_\_\_\_\_\_\_\_

**Rating Criteria:** Choose an item.

**Feedback and Additional Comments:** *(If the intern is still in the Learning or Development stage, please provide feedback that will benefit the intern’s comprehension of the task.)*

Click or tap here to enter text.

## Learning Objectives #4

**Incumbent Name:** Click or tap here to enter text.

**Assignment(s):** (*this is where one of the duties can be used as a learning experience for the intern*)

Click or tap here to enter text.

**Method(s) of Instruction:** (*job shadowing, classroom or individual instruction, etc.)*

Click or tap here to enter text.

**Proficiency Evaluative Method(s):** (*Explain how this will determine when the intern is proficient)*

Click or tap here to enter text.

**Instruction Started**

**Date:** Click or tap to enter a date. **Instructor Initials:** \_\_\_\_\_\_\_\_\_\_\_

**Instruction Completed**

**Date:** Click or tap to enter a date. **Instructor Initials:** \_\_\_\_\_\_\_\_\_\_

**Rating Criteria:** Choose an item.

**Feedback and Additional Comments:** *(If the intern is still in the Learning or Development stage, please provide feedback that will benefit the intern’s comprehension of the task.)*

Click or tap here to enter text.

## Learning Objectives #5

**Incumbent Name:** Click or tap here to enter text.

**Assignment(s):** (*this is where one of the duties can be used as a learning experience for the intern*)

Click or tap here to enter text.

**Method(s) of Instruction:** (*job shadowing, classroom or individual instruction, etc.)*

Click or tap here to enter text.

**Proficiency Evaluative Method(s):** (*Explain how this will determine when the intern is proficient)*

Click or tap here to enter text.

**Instruction Started**

**Date:** Click or tap to enter a date. **Instructor Initials:** \_\_\_\_\_\_\_\_\_\_\_

**Instruction Completed**

**Date:** Click or tap to enter a date. **Instructor Initials:** \_\_\_\_\_\_\_\_\_\_

**Rating Criteria:** Choose an item.

**Feedback and Additional Comments:** *(If the intern is still in the Learning or Development stage, please provide feedback that will benefit the intern’s comprehension of the task.)*

Click or tap here to enter text.

## Learning Objectives #6

**Incumbent Name:** Click or tap here to enter text.

**Assignment(s):** (*this is where one of the duties can be used as a learning experience for the intern*)

Click or tap here to enter text.

**Method(s) of Instruction:** (*job shadowing, classroom or individual instruction, etc.)*

Click or tap here to enter text.

**Proficiency Evaluative Method(s):** (*Explain how this will determine when the intern is proficient)*

Click or tap here to enter text.

**Instruction Started**

**Date:** Click or tap to enter a date. **Instructor Initials:** \_\_\_\_\_\_\_\_\_\_\_

**Instruction Completed**

**Date:** Click or tap to enter a date. **Instructor Initials:** \_\_\_\_\_\_\_\_\_\_

**Rating Criteria:** Choose an item.

**Feedback and Additional Comments:** *(If the intern is still in the Learning or Development stage, please provide feedback that will benefit the intern’s comprehension of the task.)*

Click or tap here to enter text.