



GardHouse Internship Plan

Please review the following before completing the document:

- Internships should focus on project-based learning and operational support.
- Goals should be realistic and achievable within the semester timeline.
- Students are still developing professionally and may require guidance, feedback, and mentorship throughout the internship.
- Strong internship experiences include regular communication, structured assignments, and growth opportunities.

Employer Partner Name: Enter your organization's name.

Semester/Year: Enter the internship term.

- Example: Fall 2026 or Spring 2027

Internship Industry: Select the industry that best matches the internship project.

Key Goals Section: List 3-5 goals you would like the intern to complete during the semester. Goals should be specific and measurable. Strong Objective Examples:

- Organize internal files and databases
- Improve client communication workflows
- Support community outreach efforts
- Assist with event coordination
- Build reporting dashboards
- Conduct research projects
- Support financial tracking and reporting
- Improve operational efficiency

Weekly Focus Areas: Use each section to briefly describe what the intern will focus on during that stage of the internship. Examples may include:

- Training and onboarding
- Research and project planning
- Data organization and reporting
- Community outreach
- Administrative support
- Final project completion
- Presentations and reflection



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Employer Partner Name: _____

Semester/Year: _____

Internship Industry:

- | | |
|---|---|
| <input type="checkbox"/> Accounting/Finance | <input type="checkbox"/> Construction/Engineering |
| <input type="checkbox"/> Business/Business Management | <input type="checkbox"/> Psychology/Public Health/Social Work |
| <input type="checkbox"/> Computer Science/Technology | |

Key Goals: *What are the key 3-5 objectives you want your intern to complete this semester? Goals are based on your internship industry.*

- Goal 1:
- Goal 2:
- Goal 3:

Week 1	Focus Area: <i>Onboarding</i>	Objectives: •	Stage: Anticipation In this stage, students are beginning the internship with excitement and some anxiety. They may experience imposter syndrome or worry about fitting in. Providing encouragement and discussing learning objectives can help your intern feel more comfortable.
Week 2 - 4	Focus Area:	Objectives: •	Stage: Disillusionment Excitement wears off, and students might feel some disappointment about the “real world”. Sometimes students discover that the world of work is very different from what they are used to in school.



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Week 5 - 7	Focus Area:	Objectives: <ul style="list-style-type: none">•	Stage(s): Confrontation & Competence (Confrontation): Facing disillusionment may be difficult, but can help students grow. Students may have to re-examine their goals and expectations and discuss any interpersonal conflicts. (Competence): Morale increases. Students feel more professional. There is increased productivity. Students can ask for higher level tasks; they feel more like a part of the organization.
Week 8 - 10	Focus Area:	Objectives: <ul style="list-style-type: none">•	Stage: Culmination Students may feel pride in their accomplishments, as well as sadness upon ending the work experience. Talking about these feelings with your intern will help them reflect and feel confident moving forward.

*Source: *The Stages of Internship*. Sweitzer & King