



## Community Internship Collaboration: Project Planning Outline

As a first step in the internship process, we suggest that interns and mentors sit down to create a project plan. While the program lasts for one semester and the students will put in approximately 60 hours during that time, the hours will likely pass relatively quickly. We want to ensure that both mentor and intern have given ample thought to the project they will complete, so that they are both clear on what the students will accomplish during the program and what they are expected to learn from it.

As a starting point, mentors and interns should discuss the following questions, writing in answers so that you both can refer back to them.

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1. How would the mentor describe the project and in what ways can the intern add value?

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2. What are the concrete goals of the project?

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3. What is the timeframe for the project, and are there specific milestones? You can map out the available weeks if you'd like, adding in various tasks and milestones.

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4. What are the deliverables that the intern will produce? (ex: operations manual, blog, report, marketing materials, tax returns etc.) As part of the program, students will also be asked to prepare a presentation about their internship experience and deliver it to UNM-LA faculty and staff, program organizers, business mentors, and the general public.

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5. What does the mentor expect the intern will learn from this experience? What does the student wish to learn?

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\*\*Additionally, each week, student interns will be asked to turn in a Time and Effort Sheet to the Internship Coordinator at UNM-LA. This form serves as a traditional timesheet, documenting their hours for the purpose of receiving academic credit and pay. However, it also serves another important function, which is to help the intern (with the mentor's help) map out their goals for the coming week. This will help the interns to understand good project planning by breaking down larger tasks into smaller ones, setting goals and deadlines, etc. It will also help the mentor to organize tasks for the intern that will lead them to achieving their final goals and producing final deliverables by the end of the program.