

Sample Schedule for a 3-Month Virtual Internship



In this sample plan, the intern spends 2 weeks each rotating through 5 different departments. For the final 2 weeks, the intern chooses the business area they are most excited about and returns to that department to complete a final project

Week	Tasks/Projects	Outputs
Prior to Start	<ul style="list-style-type: none"> Develop Job Description Develop rotation schedule and identify one contact to serve as coordinator for entire internship Complete Technology Checklist with intern 	Completed: <ul style="list-style-type: none"> Job Description Rotation Schedule Internship Planning Tool Technology Checklist
Day One	<ul style="list-style-type: none"> Hold a kick-off meeting with intern and points of contact from each department in the rotation Share organization's orientation & welcome materials, including reference materials and background reading (consider mailing printed materials in advance to reduce screen time) 	Complete Kick-Off Meeting Checklist

Rotation Department One

Week	Tasks/Projects	Outputs
Week One	<ul style="list-style-type: none"> Introduce the department and the main work project the intern will be responsible for in that department Assignment: industry research 	Daily Check-Ins Weekly Check-In Assignment: <ul style="list-style-type: none"> Intern shares a summary of industry research findings and questions

Week	Tasks/Projects	Outputs
Week Two	<ul style="list-style-type: none"> • Intern completes work on their main project • Job Shadowing: Intern attends some of your meetings • Incorporate a "Rotation Check-Out" conversation into the Weekly Check-In to reflect on performance and lessons learned during rotation 	Daily Check-Ins Weekly Check-In / Rotation Check-Out <ul style="list-style-type: none"> • Intern completes assigned project

Rotation Department Two

Week	Tasks/Projects	Outputs
Week Three	<ul style="list-style-type: none"> • Introduce the department and the main work project the intern will be responsible for in that department • Hold a career panel for intern to hear from people within the org from different departments 	Daily Check-Ins Weekly Check-In Assignment: <ul style="list-style-type: none"> • Intern shares insights and questions from career panel and job shadowing
Week Four	<ul style="list-style-type: none"> • Intern completes work on their main project • Job Shadowing: Intern attends some of your meetings • Incorporate a "Rotation Check-Out" conversation into the Weekly Check-In to reflect on performance and lessons learned during rotation 	Daily Check-Ins Weekly Check-In / Rotation Check-Out <ul style="list-style-type: none"> • Intern completes assigned project

Rotation Department Three

Week	Tasks/Projects	Outputs
Week Five	<ul style="list-style-type: none"> • Introduce the department and the main work project the intern will be responsible for in that department • Intern conducts informational interviews (could be with individuals within the org and also external contacts) 	Daily Check-Ins Weekly Check-In Assignment: <ul style="list-style-type: none"> • Intern shares insights and questions from informational interviews

Week	Tasks/Projects	Outputs
Week Six	<ul style="list-style-type: none"> • Intern completes work on their main project • Job Shadowing: Intern attends some of your meetings • Incorporate a "Rotation Check-Out" conversation into the Weekly Check-In to reflect on performance and lessons learned during rotation 	Daily Check-Ins Weekly Check-In / Rotation Check-Out <ul style="list-style-type: none"> • Intern completes assigned project

Rotation Department Four

Week	Tasks/Projects	Outputs
Week Seven	<ul style="list-style-type: none"> • Introduce the department and the main work project the intern will be responsible for in that department • Assignment: Creating a Resume 	Daily Check-Ins Weekly Check-In Assignment: <ul style="list-style-type: none"> • Intern shares draft resume for feedback
Week Eight	<ul style="list-style-type: none"> • Intern completes work on their main project • Job Shadowing: Intern attends some of your meetings • Incorporate a "Rotation Check-Out" conversation into the Weekly Check-In to reflect on performance and lessons learned during rotation 	Daily Check-Ins Weekly Check-In / Rotation Check-Out <ul style="list-style-type: none"> • Intern completes assigned project

Rotation Department Five

Week	Tasks/Projects	Outputs
Week Nine	<ul style="list-style-type: none"> • Introduce the department and the main work project the intern will be responsible for in that department • Assignment: Research job search and interviewing best practices 	Daily Check-Ins Weekly Check-In Assignment: <ul style="list-style-type: none"> • Intern completes mock interview with someone at org
Week Ten	<ul style="list-style-type: none"> • Intern chooses department for final rotation • Intern completes work on their main project 	Daily Check-Ins Weekly Check-In / Rotation Check-Out <ul style="list-style-type: none"> • Intern completes assigned project

Week	Tasks/Projects	Outputs
	<ul style="list-style-type: none"> • Job Shadowing: Intern attends some of your meetings • Incorporate a “Rotation Check-Out” conversation into the Weekly Check-In to reflect on performance and lessons learned during rotation 	

Final Rotation: Intern Chooses Department

Week	Tasks/Projects	Outputs
Week Eleven	<ul style="list-style-type: none"> • Intern chooses final project topic in collaboration with supervisor & begins work • Job Shadowing: Intern attends some of your meetings 	Daily Check-Ins Weekly Check-In
Week Twelve	<ul style="list-style-type: none"> -Gather colleagues for a presentation by the intern on their final project -Conduct Performance Review & Exit Interview 	Daily Check-Ins Performance Review & Exit Interview Assignment: -Intern gives final project presentation