

Internship Alternative Work & Skill Development Plan



INSTRUCTIONS: This document should be completed in two steps by students and their mentors or supervisors prior to the start of the internship alternative experience.

1. Identify the project(s) the student will be working on during their internship alternative experience. The project can be focused on a particular business, part of a CTSO competitive event, or be part of a student's work with a nonprofit organization. To meet NAFTrack Certification standards through August 2022, the project should take the students 80+ hours and be supervised by a mentor who is not the student's teacher or parent/guardian and who will also complete the NAF internship assessment at the end of the experience.
2. Identify how the project activities will help the student grow and/or master their college and career ready skills. Consider how a student's growth in each skill set will be evident to the mentor. The skills assessed on NAF's internship assessment have been pre-populated in the document below.

Sign and date to acknowledge agreement.

Student:	Date:
Mentor:	Date:

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Step 1: WORK PLAN

Instructions & Example: Complete the work plan for the one or more projects that the student will complete during this internship alternative experience.

Project	Insert the project that the student will be working on during this experience. <i>Ex: Student will work on the DECA Business Operations Research Event, writing a strategic plan and presenting information based on the results of a research study.</i>
Activities	Insert the tasks that will be performed to complete the project. <i>Ex: Student will work with a local business and complete the following activities: design a research study of value to the business, conduct the research study, analyze the results, prepare a strategic plan and budget, and present the findings to a panel of judges.</i>
Deliverables	Insert the deliverables that will need to be produced by the student to complete the project. <i>Ex: The student will develop a research instrument, a strategic plan, a budget, and a presentation as outlined in the DECA competitive events guide.</i>
Timeline	Insert project due date(s) and planned mentor check-ins. <i>Ex: Written project is due January 5; presentation materials are due January 15; competition takes place on February 5. Student will meet with business mentor once per week virtually for 1-2 hours between October 1-February 2.</i>

Work Plan

Project #1	
Activities	
Deliverables	
Timeline	

Project #2 (if applicable)	
Activities	
Deliverables	
Timeline	

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Step 2: SKILL DEVELOPMENT PLAN

Instructions & Example:

Skill	A skill from the NAF internship assessment has been pre-populated in this document. <i>Ex: Communication</i>
Activity planned to help student grow in this skill	Insert activities that will help students grow and/or master the skill through work on the project. <i>Ex: The student will communicate with the business mentor to set up check-in times and share progress and challenges throughout the project. The student will use effective writing skills to prepare a strategic plan. The student will demonstrate effective verbal communication skills in the presentation.</i>

Skill Development Plan

Skill	Collaboration & teamwork
Activity planned to help student grow in this skill	

Skill	Critical thinking & problem solving
Activity planned to help student grow in this skill	

Skill	Communication
Activity planned to help student grow in this skill	

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Skill	Creativity & innovation
Activity planned to help student grow in this skill	

Skill	Initiative & self-direction
Activity planned to help student grow in this skill	

Skill	Professionalism & ethics
Activity planned to help student grow in this skill	

Skill	Information management
Activity planned to help student grow in this skill	

Skill	Quantitative reasoning
Activity planned to help student grow in this skill	