

Internship Program Report

RATIONALE:

This template is designed to help you track information about your internship program. You can use this information to share details about your program with others (e.g., Chief and Council, program partners and funders), and you can also use it to support program evaluation and future planning. This tool is also available in Excel Format.

INSTRUCTIONS:

This template is intended to be completed once a year, at the end of the program.

1. Review the template. Adjust the content as needed to better reflect your specific context and data gathering priorities.
2. Set a reminder in your calendar to complete the template at the end of the program. Otherwise, you may forget to do it.
3. When the time arrives, fill out the template and save it someplace safe, on a computer that you will have access to a year from now. You should also back the file up on a cloud-based server such as Dropbox to make sure you don't lose it.
4. Share the information you've collected with appropriate audiences, and/or use it to help you plan the program the following year.
5. Keep adding to the same form each year.

Note: *If you leave your position as program coordinator, make sure that the person coming into the role has access to the Internship Program Report file. This way, they can review the content you've recorded, and use it to help them organize their program.*



Program details	Notes
1. <i>Year</i>	
2. <i>Name</i>	
3. <i>Community</i>	
4. <i>Number of interns</i>	
5. <i>Length of internship</i>	
6. <i>Number of community volunteers who supported internship activities</i>	
7. <i>Names of any knowledge holders and/or experts who supported internship activities (include a brief description of what they did)</i>	
8. <i>Names of any organizations that supported internship activities (include a brief description of what they did)</i>	
9. <i>Average number of days that interns spent outside/on the land</i>	
10. <i>What were some of the activities that interns did this year?</i>	
11. <i>What were some of the learning themes that interns focused on this year?</i>	
12. <i>What were some of the places that interns went this year? (skip if covered already)</i>	
13. <i>What were some highlights from this year's program?</i>	
14. <i>Were there any activities you did this year that you would do differently next time? If so, what would you change and why?</i>	