

Internship Work Plan Template

RATIONALE:

The purpose of this template is to help you create a work plan for your SEAS program. A work plan is basically just a plan of action that outlines what you're going to do and when you're going to do it. Having a clear plan of action for your SEAS program can help you to stay organized and prepare for activities in advance. You can also use your work plan to share information about what you're doing with others, which can help to build interest in your program.

INSTRUCTIONS:

If you used the Activity Prioritization Worksheet (Tool 4C) to help you create a short list of high priority activity ideas to include in your program, make sure you have this list on hand before you get started.

1. Begin by printing out or photocopying as many copies of the template as you need. One template is good for planning out two weeks. So, for example, if you're planning a six-week internship program, you'll need three copies of the template. Alternatively, you can complete the template directly on your computer.
2. Start by writing the week number where it says "Week" (Week 1, Week 2, Week 3, etc.).
3. Where it says "Dates", write the dates for that week (e.g., July 9-13).
4. Where it says "Learning focus for this week", provide a bit of information about the topics your program will focus on for that week. For example, if you're planning to focus on medicinal plants, write "medicinal plants". If you're planning to teach bear safety, write "bear safety". You can include as many topics as you like.
5. Next, plan out your week. What will you be doing each day? Write down the activities you have planned, starting with the ones that have to happen on specific dates.
6. Make sure you include details about when each activity will take place, where you're planning to go, and who else you're planning to involve (e.g., Elders, mentors, other delivery partners).
7. Keep it brief. You can use the Activity Planning Worksheet (Tool 5A) and the Trip Planning Worksheet (Tool 5B) to plan your activities out in more detail.
8. Repeat steps 2-5 for each week.
9. When you're done, make sure you print out, post, or save your work plan somewhere handy so you can reference it or make changes to it anytime you need to.



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY/SUNDAY
WEEK:						
DATES:						
LEARNING FOCUS FOR THIS WEEK:						
WEEK:						
DATES:						
LEARNING FOCUS FOR THIS WEEK:						



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MAP OUT YOUR WORK PLAN

Designing a work plan can be complicated, especially if you're planning a program component that takes place over a long period of time (e.g., a ten-month school program). To simplify the process, it can be useful to create an outline for your work plan that breaks your program's timeline down into smaller, more manageable time units, such as weeks or months. This can help make the task of creating a work plan feel a bit more manageable.

This Toolkit includes three work plan templates designed to help you create a work plan for your program. Tool 4D, the **Internship Work Plan Template**, is for SEAS internship program planning. It is organized by week, since most SEAS internship programs typically last around 6-8 weeks.

TOOL 4D:
Internship
Work Plan
Template

Tool 4E, the **School Program Work Plan Template**, is for school program planning. Tool 4E helps you roughly sketch out your program's learning focus for each month of the school year, with the idea being that it can be helpful to first create an outline for your program before doing a deeper dive into day-to-day specifics. Then, it provides a template that you can use to create more detailed monthly work plans.

As you figure out which activities need to happen when, you can start to fill in your work plan. Begin by scheduling activities that have the least flexible timing, and then build the rest of your work plan around these activities.

TOOL 4E:
School
Program Work
Plan Template

Your work plan should include enough information so that you know at a glance what you're doing each day. This will help you plan your activities out ahead of time so that you're prepared on the day of.



ORGANIZE THE ACTIVITIES IN YOUR WORK PLAN

If you are in charge of delivering SEAS programming in your community, then your main job is to organize learning activities for youth. The key to successfully delivering a SEAS activity is to have a clear plan in mind for what you're going to do and how you're going to do it. This means taking some time to organize the logistics for each activity ahead of time.

For some activities, this will be fairly straightforward, but for more complicated activities, it will require some advanced planning and coordination.

This toolkit includes two tools to help you plan out your activities in more detail: an **Activity Planning Worksheet** (Tool 5A) and a **Trip Planning Worksheet** (Tool 5B). The **Activity Planning Worksheet** supports logistics planning for classroom and community-based activities. The **Trip Planning Worksheet** is for activities such as day trips and camping trips or other overnight adventures. Both worksheets include checklists that are designed to help your activities run smoothly.

TOOL 5A:
Activity
Planning
Worksheet

TOOL 5B:
Trip
Planning
Worksheet

Keep in mind that planning your activities out in advance is also an opportunity to think about how each activity can have the biggest possible impact. In other words, are there additional ideas you can bring to your initial idea to make it even better?

For example, if you're planning a visit to an old village site with a group of students, why not invite someone along who might really enhance that experience, such as an archaeologist or an Elder? Similarly, if you're headed out on a harvesting trip, you could consider inviting an experienced harvester or someone from your resource management office to lead part of the activity. Other ideas include planning for students to not only learn how to harvest, but also how to process what they harvest by learning preservation methods, and then having students share and distribute the food and medicine they've prepared with the broader community. Some programs focus on integrating language learning into all components of classroom and field trip activities.

There are often opportunities to maximize the benefits that youth get out of each experience by adding components that will make the activity more interesting or meaningful. All that's needed is a little creativity and some advance planning.



If you're planning to ask someone to help you deliver a SEAS activity, make sure you give yourself lots of time to reach out to them. This way, if they agree to be involved, they can put it in their calendar and plan around it, and if they can't make it, then you have time to ask someone else.

Also, if you reach out to someone and they don't get back to you right away, try again! It's true that sometimes people won't bother responding if they don't want to participate, but more often than not, people just forget because they're busy. This doesn't necessarily mean that they're not interested, so don't be afraid to be persistent.

