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Individual Internship Work Plan, Progress Monitoring, and Assessment Record

USDA NextGen Undergraduate Research and Engagement Internship Program (UREIP)
College of Agriculture and Food Sciences
Center for International Agricultural Trade Development Research and Training (CIATDRT)

Purpose

This document serves as the official internship management record for each student participant. It is initiated at the beginning of the internship and updated throughout the period of performance. The form documents the student's learning goals, internship activities, progress toward internship milestones, global agriculture and professional development experiences, monthly mentor feedback, project director's feedback, and semester-end assessment outcomes. It also serves as the official record supporting continuation funding decisions. This internship program is supported by an active mentoring and oversight system, consistent with the internship procedures established in the Internship Program Overview.

SECTION I. INTERNSHIP INFORMATION

Student Name: _____

Student ID: _____

Major: _____

Faculty Mentor: _____

Department: _____

Internship Project Title: _____
_____

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Internship Area (Check One or More):

- ☐ Research
- ☐ Applied Research
- ☐ Experiential Learning
- ☐ Entrepreneurship
- ☐ Workforce Development
- ☐ Community Engagement
- ☐ International Agriculture
- ☐ International Development
- ☐ Project Management
- ☐ Extension/Outreach
- ☐ Other: _____

Appointment Category

- ☐ 15 Hours per Week ($3,750)
- ☐ 20 Hours per Week ($5,000)

Semester

- ☐ Fall
- ☐ Spring

Period of Performance

Start Date: _____

End Date: _____

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SECTION II. STUDENT LEARNING GOALS

(To be completed jointly by the Student Intern and Faculty Mentor at the beginning of the internship.)

Learning Goal	Success Indicators	Evidence of Achievement
Goal 1		
Goal 2		
Goal 3		
Goal 4		

SECTION III. INTERNSHIP WORK PLAN, MILESTONES, AND DELIVERABLES

Milestone/Deliverable	Target Date	Status
Orientation Completed		☐
Required Training Completed		☐
Work Plan Initiated		☐
Progress Update #1		☐
Mid-Semester Review		☐
Progress Update #2		☐
Professional Development Activity		☐
Symposium Presentation/Poster		☐
Final Deliverable Submitted		☐
Final Evaluation Completed		☐

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SECTION IV. PROGRESS UPDATE LOG

Update #1

Reporting Period: _____

Activities Completed

Skills Developed

Accomplishments and Deliverables

Challenges or Barriers Encountered

Planned Activities for Next Reporting Period

Student Reflection

Describe what you learned during this reporting period and how the experience is contributing to your professional development.

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Student short-form testimonial (50 characters or less)

Faculty Mentor Comments

Program Director Comments
Observations regarding internship progress, student engagement, learning outcomes, program participation, resource needs, or recommended actions.

Programmatic Support Provided During This Reporting Period

- ☐ Meeting with Student
- ☐ Meeting with Faculty Mentor
- ☐ Career Development Guidance
- ☐ Graduate School Advising
- ☐ Professional Development Support
- ☐ Internship Intervention/Assistance
- ☐ Resource Coordination
- ☐ Other

Program Director Action Items (if applicable)

Date Reviewed: _____
Student Initials: _____
Faculty Mentor Initials: _____
Program Director Initials: _____

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Update #2

Reporting Period: _____

Activities Completed

Skills Developed

Accomplishments and Deliverables

Challenges or Barriers Encountered

Planned Activities for Next Reporting Period

Student Reflection

Student Short-Form Testimonial (50 characters or less)

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Faculty Mentor Comments

Program Director Comments

Observations regarding internship progress, student engagement, learning outcomes, program participation, resource needs, or recommended actions.

Programmatic Support Provided During This Reporting Period

- ☐ Meeting with Student
- ☐ Meeting with Faculty Mentor
- ☐ Career Development Guidance
- ☐ Graduate School Advising
- ☐ Professional Development Support
- ☐ Internship Intervention/Assistance
- ☐ Resource Coordination
- ☐ Other

Program Director Action Items (if applicable)

Date Reviewed: _____
Student Initials: _____
Faculty Mentor Initials: _____
Program Director Initials: _____

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Update #3 (if applicable)

Reporting Period: _____

Activities Completed

Skills Developed

Accomplishments and Deliverables

Challenges or Barriers Encountered

Planned Activities for Next Reporting Period

Student Reflection

Student short-form testimonial

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Faculty Mentor Comments

Program Director Comments

Observations regarding internship progress, student engagement, learning outcomes, program participation, resource needs, or recommended actions.

Programmatic Support Provided During This Reporting Period

- ☐ Meeting with Student
- ☐ Meeting with Faculty Mentor
- ☐ Career Development Guidance
- ☐ Graduate School Advising
- ☐ Professional Development Support
- ☐ Internship Intervention/Assistance
- ☐ Resource Coordination
- ☐ Other

Program Director Action Items (if applicable)

Date Reviewed: _____
Student Initials: _____
Faculty Mentor Initials: _____
Program Director Initials: _____

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SECTION V. MID-SEMESTER REVIEW
Progress Toward Learning Goals

Learning Goal	Status
Goal 1	☐ On Track ☐ Needs Improvement ☐ Completed
Goal 2	☐ On Track ☐ Needs Improvement ☐ Completed
Goal 3	☐ On Track ☐ Needs Improvement ☐ Completed
Goal 4	☐ On Track ☐ Needs Improvement ☐ Completed

Faculty Mentor Assessment

Progress toward internship objectives:

_____

_____

Strengths demonstrated by the student:

_____

_____

Areas requiring additional development:

_____

_____

Program Director Comments

_____

_____

Programmatic Support Provided During This Reporting Period

☐ Meeting with Student
☐ Meeting with Faculty Mentor
☐ Career Development Guidance
☐ Graduate School Advising
☐ Professional Development Support
☐ Internship Intervention/Assistance
☐ Resource Coordination
☐ Other

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Program Director Action Items (if applicable)

_____

_____

Date Reviewed: _____
Student Initials: _____
Faculty Mentor Initials: _____
Program Director Initials: _____

SECTION VI. END-OF-SEMESTER ASSESSMENT

Student Self-Assessment

Most Significant Accomplishments

_____

_____

Skills Gained

_____

_____

Most Valuable Learning Experience

_____

Career and Professional Development Impact

_____

_____

_____

Faculty Mentor Evaluation Summary

Rate the student's performance.

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Evaluation Category	Rating (1-5)
Technical/Professional Skill Development	
Communication Skills	
Professionalism	
Reliability and Dependability	
Initiative and Independence	
Time Management	
Leadership Development	
Teamwork and Collaboration	
Achievement of Learning Goals	
Overall Performance	

Faculty Narrative Assessment

Continuation Recommendation

- ☐ Strongly Recommend Continuation
- ☐ Recommend Continuation
- ☐ Recommend Continuation with Conditions
- ☐ Do Not Recommend Continuation

Comments:

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Program Director Comments and Final Semester Assessment

Observations regarding internship progress, student engagement, learning outcomes, program participation, resource needs, or recommended actions.

Continuation Recommendation Action

☐ **Approval** ☐ **Approval with Conditions** ☐ **Disapprove**