Intern Development Plan (IDP) for: (intern name)

Department: (UW Sustainability, BDP, etc.)

Date: (current date) Valid through: (duration of appointment)

Eligibility: The Intern Development Program is available (optional) to all hourly paid Interns with at minimum appointment duration of 6 months.

Instructions for completing/submitting this form:

1. Meet briefly with your supervisor to discuss what the IDP is, and brainstorm potential goals.
2. Fill out the form electronically and email to your supervisor for review. Goal descriptions can be as long or short as needed to describe your plan.
3. Meet with your supervisor to review the details of your IDP. Ask them to electronically add their comments to your IDP, then print and obtain all required signatures.
4. Give the original IDP to your supervisor, and keep a copy for yourself.
5. If your goal requires training time, communicate with your supervisor about when you plan to complete the training. If your goal requires funding, work with your supervisor to gain formal departmental approval.

Section A: Long-Term Career Goal

What is your long-term career goal? Which skills and education would you like to develop to support this career goal? How will this student position align with your career goal?

Example answer:
"My long term career goal is to be an environmental consultant. In this career, some important qualities include strong customer service and communication skills, a deep understanding of environmental issues and of what companies can do to minimize their impact, and creativity to develop innovative solutions. My student position here in UW Sustainability will help me to develop my understanding of environmental issues and to learn about innovative solutions and resources that exist. Additionally, working with a variety of campus units to help them achieve Green Certification will help me to develop customer service skills."

Name: _____ _____

Section B: Short-Term Goals and Action Plans

What specific goals would you like to accomplish during your internship?
Consider goals in all areas, including improving customer service, collaboration and communication skills, and technical skills. What skills/knowledge do you need to accomplish these short term goals? What specific steps will you take to achieve the goal, and when will you complete these steps? Include how you will use the skills and knowledge in your current position or to move toward your long-term goal.

First Goal:

Skills/ knowledge to accomplish:

Steps to achieve:

Second Goal:

Skills/ knowledge to accomplish:

Steps to achieve:

Name: _____ _____

Section C: Relevancy of Your Goals
How will you use the skills/knowledge in this internship?

Section D: Supervisor Comments
Please leave the following areas blank so your supervisor can fill them out after your IDP conversation with him or her.

- Comments about IDP:

Signatures:

_____	_____
Intern (print name)	Supervisor (print name)
_____	_____
Intern signature	Supervisor signature
_____	_____
Date signed	Date signed

cc: Supervisor
Other department administrators (as necessary)

Name: _____