

# SAMPLE WORK PLAN

## ABC Ventures, Inc.

Position: Marketing Intern

Intern name: Sally Smith

Length: June 1 – August 31, 2016

Schedule: 8:00 am – 4:00 pm, Monday – Thursday  
8:00 am – noon, Friday

E-mail: sally@abcventures.com

Password: #@\$&%

### Projects:

- Style guide.
- Marketing plan including demographic research.
- Development and implementation of social media.
- Website maintenance and development.
- Assist with development of presentations and PowerPoints for staff.
- Attend marketing committee meetings.
- Assist with development of events and event planning.
- Assist with general office operations.

Primary Manager: Susie Smart

Mentor: John Doe

Mid-internship progress meeting – July 11, 2016

Manager and Mentor: Susie Smart and John Doe

End-internship meeting – August 31, 2016

Manager: Susie Smart

This template is provided courtesy of the Greater Des Moines Partnership.

For additional resources visit [DSMpartnership.com/internships101](http://DSMpartnership.com/internships101).

Template sources include: Ames Economic Development Corporation's Employer Intern Guide, Internships.com, Technology Council of Central Pennsylvania and LookSharp.com.

