

Sample Work Plan

MARKETING INTERNSHIP WORK PLAN

Intern name: Willy Wildcat

Length: June 1, 2016 – August 31, 2016

Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
2 pm – 4 pm	9 am – 12 pm	2 pm – 4 pm		8 am – 4 pm	15 hrs/week

Email: intern@email.org

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 & event planning
- Assist with general office operations

Primary Manager: Ms. Marketing Manager

Secondary Manager: Mr. Graphics Manager

Check-In Points:

- **Mid-Internship progress meeting** – July 11, 2016
- **End-Internship meeting** – August 31, 2016