



Introduction

The Intern Development Plan (IDP) documents the specific tasks associated with each internship, as well as goals for the recovering Service member related to their internship experience. Within two weeks of the internship start date, the recovering Service member and the organization supervisor will record tasks, projects, trainings, certifications, etc., to be accomplished, and will identify development areas that will add the greatest value and help accomplish the recovering Service member's goals. Goals should be both realistic and challenging.

After 120 days from the start of the internship, a progress review will be conducted. At the end of the internship, a record of the Service member's achievements during their time with the organization must be created, agreed upon, and signed by the recovering Service member and the his or her internship supervisor.

Some possible questions/points of discussion to assist the Service member and supervisor in creating the Intern Development Plan include:

- What are the recovering Service member's career and/or education goals?
- How can the internship help to accomplish those goals?
- What length of time does the recovering Service member expect to be in the internship?
- What trainings, certifications, and skills can be achieved during the internship?
- What are the organization's expectations?

Some recommendations for recovering Service members to successfully complete their IDP:

- To check progress toward your goals, request feedback from others. This will help you develop bullets for your efficiency report as well as your resume.
- To ensure your continued progress, block at least 15 minutes each week to review the IDP. This small amount of time each week will make reviewing the IDP a part of your routine and daily discipline.
- To avoid obstacles that may keep you from your development priorities, discuss them with your supervisor and Recovery Team (transition coordinator, nurse case manager, occupational therapist, etc.) to find ways to overcome them.

Some helpful hints for supervisors working with recovering Service member interns to develop an IDP include:

- Suggest ways the recovering Service member can develop or maintain skills and where to focus efforts.
- Share knowledge about the organization's culture, your personal experiences in working for the organization, recommended trainings, and contacts. Help the recovering Service member to establish a network.
- Provide guidance on ways to accomplish tasks and ensure the recovering Service member has any equipment or resources necessary to accomplish the work to be done.

Instructions for Completion

1. Meet with the recovering Service member: Discuss their career and educational plans, and determine goals to be accomplished during the time available for the internship. Consider tasks that strengthen a resume, or trainings and certifications that build on existing skills. Include sufficient detail to clearly outline the goal.
2. Determine action steps: What tasks need to be done to accomplish the goal?



3. Complete the IDP below: Include the action steps and dates for completion. This allows both the recovering Service member and the supervisor to see what is expected and when. Consider the length of the internship and the recovering Service member’s schedule. Remember that the recovering Service member’s recovery and rehabilitation, and therefore medical appointments, must take precedence over internship activities/responsibilities.

4. Check progress: Supervisors and Service members should meet frequently to discuss and resolve any obstacles/issues. Adjust as needed to ensure the internship is a success for both the organization and the recovering Service member.

Example:

Goal: *Become proficient in XYZ computer application.*

Action Step: *Attend XYZ training class*

Action Step: *Perform on-the-job training for 4 hours*

Action Step: *Work on your own and pass competency check*

Success Defined: *Intern successfully navigates and completes work in XYZ computer application.*

Completion Date: *March 15, 2013*



Part A – Service Member Information

Name (e.g., John Smith): _____

Rank: _____

Mobile Number: _____ Email: _____

Part B – Organization Information

Supervisor Name: _____

Telephone: _____ E-Mail: _____

Agency: _____ Sub-component: _____

Work Address: _____

Part C – Complete Intern Development Plan (IDP)

Goal:

Action Step:

Action Step:

Action Step:

Success Defined:

Completion Date:

Goal:

Action Step:

Action Step:

Action Step:

Success Defined:

Completion Date:



Goal:

Action Step:

Action Step:

Action Step:

Success Defined:

Completion Date:

Signatures

Recovering Service member:

_____ Date: _____

Intern Supervisor:

_____ Date: _____

A copy must be furnished to the Operation Warfighter Regional Coordinator.