

ACE YOUR SUMMER INTERNSHIP // PROJECT TEMPLATE

PROJECT NAME	GIVEN BY	DUE DATE
PROJECT DETAILS		
<p>THE ASSIGNMENT</p>	<p>THE ABOVE &amp; BEYOND VERSION</p>	
RESOURCES NEEDED	ADDITIONAL TRAINING / LEARNING I CAN DO	
CHECKLIST		
<p>BEFORE</p> <ul style="list-style-type: none"> <li><input type="radio"/> Get instructions</li> <li><input type="radio"/> Ask for clarification when necessary</li> <li><input type="radio"/> Find out who else is involved</li> <li><input type="radio"/> Determine additional skills to learn</li> <li><input type="radio"/> Determine when + how often to check in</li> <li><input type="radio"/> Map out your key to-dos</li> <li><input type="radio"/> Add key deadlines to your calendar</li> </ul>	<p>DURING</p> <ul style="list-style-type: none"> <li><input type="radio"/> Block out time to get the work done</li> <li><input type="radio"/> Ask additional questions</li> <li><input type="radio"/> Address any roadblocks</li> <li><input type="radio"/> Share status updates as appropriate</li> </ul>	<p>BEFORE SUBMISSION</p> <ul style="list-style-type: none"> <li><input type="radio"/> Did I hit on all of the basic requirements of the project?</li> <li><input type="radio"/> Have I done everything possible to go above and beyond?</li> <li><input type="radio"/> Did I double-check for accuracy (typos, metrics, formatting)?</li> <li><input type="radio"/> Have I formatted the project in a way that is on-brand and easy to understand by others?</li> </ul> <p>AFTER</p> <ul style="list-style-type: none"> <li><input type="radio"/> Ask for feedback</li> </ul>
PROJECT FEEDBACK		
<p>WHAT I DID WELL</p>	<p>WHAT I COULD HAVE DONE DIFFERENTLY</p>	