



Sample Internship Scope of Work

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This document outlines project details such as deliverables, timeline, etc. that are created and agreed upon by the intern and supervisor. The project scope should be feasible within the agreed upon internship duration.

1. Intern Information

- Intern Name:
- Name of School / Affiliation:
- Name of Supervisor(s):

2. Proposed Project Overview

- Project Title:
- Project Description:
- Project Impact / Outcomes:
- Proposed Project Deliverables:
- Targeted Skills Gained/Enhanced:

3. Proposed Project Details & Timeline

- Primary / Secondary Stakeholders *(who all needs to be involved in the project):*
- Timeline & Key Milestones *(describe general timeline & expectations of deliverables):*

Week /Date	Description of Item	Owner	Tentative Deadline	Notes

4. Limitations and Considerations *(any information or concerns that might hinder the project)*

5. Supplemental Information *(any additional information to support the project. For example – confidentiality agreement if needed, folder or document links, resources, questions, etc..)*