



Weekly Schedule
Virtual Sample

Virtual Internship					
Week 1					
	8-Jun	9-Jun	10-Jun	11-Jun	12-Jun
Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:00					
8:00-8:30					
8:30-9:00	Staff meeting	Staff meeting	Staff meeting	Staff meeting	Staff meeting
9:00-9:30	Welcome	Project Overview	Guest Speaker	Workshop	Guest Speaker
9:30-10:00	Ice Breaker				
10:00-10:30	Activity	Webinar	Project Time	Individual Assignment	Webinar
10:30-11:00	Orientation	Workshop		Individual Assignment	
11:00-11:30			Team report prep	Mentor Time	Mentor Time
11:30-12:00	Webinar	Individual Assignment	Team Report	Project Time	Team report prep
12:00-12:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:30-1:00	Team assignments	Project Time	Workshop	Project Time	Team Report
1:00-1:30	Mentors Introduction				
1:30-2:00	Staff meeting	Staff meeting	Staff meeting	Staff meeting	Staff meeting
2:00-2:30					
2:30-3:00					
3:00-3:30					
3:30-4:00					
4:00-4:30					
4:30-5:00					

INTERNSHIP PROGRAM COMPONENTS LEGEND	EXAMPLES	
Project	Team huddle Project overview Project time Team report prep	Team report Mock presentation Presentation preparation Final presentation
Guest Speakers	Guest speaker Workshop Webinar	Civic panel Lunch and learn Networking event
Mentors	Mentors	
Activities	Worksite tour Campus tour College fair Job shadow	Community service Field trip Graduation Celebration
Miscellaneous	Intern arrival Group orientation Onboarding Ice breaker activity Team assignments Laptop setup	Payroll Human Resources Team meeting Morning meeting Afternoon meeting Staff meeting
NAF	Survey NAFTrack Certification myNAFTrack	Evaluation Internship Assessment Social Media
Breaks	Lunch	Break