**BPA Internship Work Program Outline**

The student develops a work program outline to be submitted to the faculty advisor and agency supervisor for approval. This outline must include the following elements:

\* Learning Objectives such as:

- Concepts and skills to be applied;

- Learning and professional development goals; and

- Anticipated contributions to the organization.

\* Job Description that states the tasks to be accomplished and their expected outcomes.

\* Terms, which must include:

- Name and contact information of the internship supervisor;

- Work schedule showing days, times, and hours per week; and

- Start and end dates.

\* Deliverables to be turned into the faculty advisor, which vary depending on the nature of the internship work and the projects that result from that work. Examples may include: white paper, policy analysis, program evaluation, research paper, etc.

\* Schedule of tasks that shows the sequence of activities, deadlines, and timeframes.