



State Manufactured Food Student Internship Sample Program & Activities Outline Calendar (Week to Week)

Sample outline of activities for the intern to complete:

This outline is based on a summer internship program with an average duration of 10 weeks. The program can be tailored to your agency's needs and availability, with more or less time devoted to certain activities, depending on current projects and tasks and the intern's availability and mutual interest. The week-by-week calendar assumes a 40-hour week full-time intern, and there is increasing space in the later weeks, allowing the agency supervisor and/or intern to add or track additional tasks. Expanding or scaling back on some of these concepts can help tailor this outline to the appropriate timeline the agency anticipates for the internship.

Please provide feedback on the usefulness of this template outline! To share input or pose questions related to this project, please contact this AFDO Project Point of Contact: Jessica Badour, jbadour@afdo.org or 251-923-6754.

Please keep in mind these minimum requirements for the project, as it relates to the grant's Funding Opportunity Announcement:

- Utilize this available template, along with other AFDO resources, to help provide consistency for internship activities, training and field work. Provide feedback at any point in time to AFDO regarding usefulness of the templates and resources (how can we improve, what else do you wish you had handy, what else do you need that AFDO can develop?).
- Intern actively participates in three (3) webinars provided by AFDO during the duration of the internship.
- Intern successfully completes at least five (5) general education virtual online courses, with access to FDA's Learning Management System (LMS) during the duration of the internship.
- Intern successfully completes of at least three (3) field shadowing experiences with an inspector, with a focus on manufactured food inspections under the state's purview.
- The intern successfully works on a manufactured food-related project during the duration of the internship.
- The intern attends the AFDO AEC conference in Norfolk, VA, June 11-14, 2023.
- Agency completes a final report on or before Oct. 30 to summarize activities, track field shadowing and other special events (consider asking the intern to provide support on this). Agency submits one final expense report for the reimbursement up to the full amount of the award.
- Reporting and reimbursement requests will all be completed in the AFDO Student Internship online grant portal, and the final report and reimbursement is due Oct. 30, 2023.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	<ul style="list-style-type: none"> • New hire orientation and any other onboarding requirements or duties (ID badge, parking, office set-up, etc.) • Building tour & related information (cafeteria, lunch options, etc.) • Ensure your intern meets other interns working in the building for the summer (if applicable) • Include the intern in any related meetings happening in the office and introduce them to the team • Set up a meet & greet with Division Director and leadership team some time this week (and ongoing into future weeks) 	<ul style="list-style-type: none"> • Meet with supervisor and review the job description and duties together, along with resume & set some goals/objectives for the duration of the internship • Provide details on training requirements, establish logins and/or get them set up for virtual coursework – need to request an account ASAP to gain access to the Gen Ed list of courses • Include the intern in any related meetings happening in the office and introduce them to the team 	<ul style="list-style-type: none"> • Begin assigning some of the tasks they intern will be working on, meet to discuss in person with details provided in writing/email • Have meet & greet with MFRPS Coord., MF Program Manager & RF or Food Service Program Manager • Include the intern in any related meetings happening in the office and introduce them to the team 	<ul style="list-style-type: none"> • Continue assigning some of the tasks they intern will be working on, meet to discuss in person with details provided in writing/email • Have meet & greet with Training Coordinator, Dairy, Feed, Meat Program Managers • Include the intern in any related meetings happening in the office and introduce them to the team 	<ul style="list-style-type: none"> • Weekly review check-in meeting with supervisor • Have meet & greet with Produce Safety Manager, Rapid Response Team Program Manager, Compliance/Complaints Coordinator • Include the intern in any related meetings happening in the office and introduce them to the team • Begin to schedule field work shadowing with the intern and the team
2	<ul style="list-style-type: none"> • Monday morning meeting with supervisor to prepare for the week and discuss the program, 	<ul style="list-style-type: none"> • Share related SOPs with the intern for review and reading (focus on related 	<ul style="list-style-type: none"> • Field inspection – Manufactured Food shadowing 	<ul style="list-style-type: none"> • Ongoing duties already assigned • Has a special project been 	<ul style="list-style-type: none"> • Weekly review check-in meeting with supervisor

	<p>address questions – ensure access to virtual training platform</p> <ul style="list-style-type: none"> Any ongoing complaints or investigations the intern can get involved with? Have meet & greet with Meat Inspection and Feed Program Managers Include the intern in any related meetings happening in the office and introduce them to the team 	<p>SOPs for upcoming field work)</p> <ul style="list-style-type: none"> Assign any required updates or changes to particular SOPs to help meet documentation requirements for MFRPS or other program standards work Virtual coursework 	<p>with an inspector</p>	<p>identified yet? Introduce the project and set timeline with goals and deliverables for the duration of the summer, discuss expectations for what they will accomplish for this project.</p>	<ul style="list-style-type: none"> Networking session with an external contact (if your ag, set this up with public health or vice versa) Ongoing duties assigned from the previous week Virtual coursework Include the intern in any related meetings happening in the office and introduce them to the team
3	<ul style="list-style-type: none"> Monday morning meeting with supervisor to prepare for the week and discuss previous week, address any questions and status update of ongoing work Any ongoing complaints or investigations the intern can get involved with? Any special events the intern can help coordinate +/- or attend? 	<ul style="list-style-type: none"> Share related SOPs with the intern for review and reading (focus on related SOPs for upcoming field work) Assign any required updates or changes to particular SOPs to help meet documentation requirements for MFRPS or other program standards work 	<ul style="list-style-type: none"> Laboratory field work – spend the day in a lab on-site or nearby, or supporting sample collection and delivery following the proper chain of command 	<ul style="list-style-type: none"> Ongoing duties already assigned Work on special project Include the intern in any related meetings happening in the office and introduce them to the team 	<ul style="list-style-type: none"> Networking session with an external contact (consider an industry association leader or SME your agency works with)
4	<ul style="list-style-type: none"> Monday morning meeting with supervisor 	<ul style="list-style-type: none"> Ongoing duties already assigned 	<ul style="list-style-type: none"> Field inspection – Manufactured 	<ul style="list-style-type: none"> Ongoing duties already assigned 	<ul style="list-style-type: none"> Networking session with an external

	<p>to prepare for the week and discuss previous week, address any questions and status update of ongoing work</p> <ul style="list-style-type: none"> Any ongoing complaints or investigations the intern can get involved with? 	<ul style="list-style-type: none"> Work on special project Virtual coursework – ensure AFDO Gen Ed courses 1 & 2 completed (or more) Include the intern in any related meetings happening in the office and introduce them to the team 	<p>Food shadowing with an inspector</p>	<ul style="list-style-type: none"> Work on special project Include the intern in any related meetings happening in the office and introduce them to the team 	<p>contact (consider an epidemiologist or another complaint coordinator or someone who works in foodborne illness response work)</p>
5	<ul style="list-style-type: none"> Monday morning meeting with supervisor to prepare for the week and discuss previous week, address any questions and status update of ongoing work 		<ul style="list-style-type: none"> Field inspection – Dairy or Seafood Program shadowing with an inspector 		<ul style="list-style-type: none"> Networking session with an external contact (consider FDA district state liaison and compliance staff such as recall or complaint coordinator)
6	<ul style="list-style-type: none"> Monday morning meeting with supervisor to prepare for the week and discuss previous week, address any questions and status update of ongoing work Any ongoing complaints or investigations the intern can get involved with? 		<ul style="list-style-type: none"> Field inspection – consider Retail Food shadowing with an inspector 		<ul style="list-style-type: none"> Networking session with an external contact (consider a local health dept., or emergency management staff)
7	<ul style="list-style-type: none"> Monday morning meeting with supervisor to prepare for the week 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Field inspection – Dairy or Seafood 		<ul style="list-style-type: none"> Networking session with an external contact (consider

	and discuss previous week, address any questions and status update of ongoing work		Program shadowing with an inspector		something of interest to the intern and set it up for them – someone with similar job interests, another inspector, etc.)
8	<ul style="list-style-type: none"> Monday morning meeting with supervisor to prepare for the week and discuss previous week, address any questions and status update of ongoing work Any ongoing complaints or investigations the intern can get involved with? 	<ul style="list-style-type: none"> Ongoing duties already assigned Work on special project Virtual coursework – ensure AFDO Gen Ed courses 3 & 4 completed (or more) Include the intern in any related meetings happening 	<ul style="list-style-type: none"> Field inspection – consider Produce Safety shadowing with an inspector 		<ul style="list-style-type: none"> Networking session with an external contact (consider produce safety, could also include introduction to extension program for the state, or other similar connections)
9	<ul style="list-style-type: none"> Monday morning meeting with supervisor to prepare for the week and discuss previous week, address any questions and status update of ongoing work 		<ul style="list-style-type: none"> Field inspection – consider Meat or Feed Program shadowing with an inspector, or another related shadowing of their choice 		
10	<ul style="list-style-type: none"> Monday morning meeting with supervisor- discuss the wrap-up for the internship and any loose ends (how will you handle?) 	<ul style="list-style-type: none"> Ongoing duties already assigned Work on special project Virtual coursework – ensure AFDO Gen Ed 	<ul style="list-style-type: none"> Field work – additional sampling work for routine sample collection 		

	<ul style="list-style-type: none">• Have the intern work on any final report-out details on behalf of the agency for their internship	<ul style="list-style-type: none">• course 5 completed (or more)			
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