

2023-2024 AFDO State Manufactured Internship Grant Checklist

Deliverables Tracking Template – This checklist includes an outline of deadlines and deliverables as outlined in this project FOA. **Key dates are highlighted.** Edit/update this checklist to mirror your agency’s plans for the internship experience and add in any additional objectives, meetings or training dates, or deliverables the agency has planned for intern activities and special project(s) interns will work on. **Tools** referenced can all be found [here](#). These resources are intended to support supervisors/interns with time management & tracking progress.

| OCTOBER | Date completed |
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| <p>Oct. 16: AFDO begins marketing the Funding Opportunity Announcement (FOA) for this grant, applications will be accepted starting this date.</p> | |
| <p>Agency should request accounts (as needed) for key personnel in the AFDO Student Internship Portal for the reporting process (see more at www.afdo.org/student-internship-grant/).</p> | |
| <p>Agency begins to draft their application report and budget for the project.</p> | |
| NOVEMBER | Date completed |
| <p>Nov. 15: AFDO will host an overview and Q&A call with any interested agencies about the internship FOA and application process. Review:</p> | |
| <p>Ongoing: Agency continues to develop application & draft budget.</p> | |
| DECEMBER | Date completed |
| <p>Dec. 15: At 7:59 p.m. EST all applications due.</p> | |
| <p>Dec. 18-Jan. 11: Application review process conducted by AFDO panel.</p> | |
| JANUARY | Date completed |
| <p>Jan. 12: Award letters & decline letters will be sent out no later than this date; all agencies will be notified of award status.</p> | |
| <p>Agency drafts & finalizes internship job posting with internal approval. TOOL: Sample Intern Job Description.</p> | |
| <p>Agency may determine if funding exists internally to begin the internship opportunity EARLY, if there is interest from both a student and agency.</p> | |
| FEB - MARCH | Date completed |
| <p>Feb 1 (or ASAP): Awarded agencies send the internship job posting (with link to apply, if possible) to jbadour@afdo.org.</p> <p><i>Note: Once a job posting is provided for an internship, AFDO will provide additional marketing/advertising support with partner colleges/universities and faculty & career services connections, to help solicit additional resumes for top-notch candidates.</i></p> | |

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| Agency can internally confirm funding agency code for internship grant, as needed. | |
| <p>Agency will review incoming resumes and host interviews with potential candidates (virtual or in person).</p> <p>TOOLS: Internship Interview Questionnaire (ensure questions are uniform to promote equality in the interview process) & Intern Interview Screening Criteria (to help with decision-making process).</p> | |
| APRIL | Date completed |
| <p>April 7: Goal date to complete interviews and make offer to selected candidate(s) (intern schedules must be between 20 – 40 hours per week for 10+ weeks).</p> <p>TOOLS: Internship Interview Questionnaire and Intern Interview Screening Criteria.</p> | |
| <p>Ongoing: Ensure the agency office area has physical working space established, and equipment available (laptop, etc.), set up an IT user account for the intern(s), and any other application needs (check with agency HR team about any ADA requirements for the intern(s)).</p> | |
| <p>Ongoing: Internship onboarding process, to include any new hire requirements related to start date. Ensure all internal paperwork/HR requirements are met for the selected candidate to prevent delaying the start date.</p> <p>TOOLS: Sample Intern Contract & Confidentiality Agreement & NACE Internship Program Overview template for agency onboarding considerations.</p> | |
| MAY | Date completed |
| <p>May 1-June 1: Internship start date should begin between May 1 – June 1 (flexible if there are agency/student requirements).</p> <p>TOOLS: Sample Program Calendar & Sample Program Outline for internship activities (to be used throughout the duration of the internship).</p> | |
| <p>Upload intern hiring paperwork into AFDO Student Internship Portal (recommend including some form of proof of employment with salary/pay rate and listed supervisor details via a memo, transaction, or other agency documentation).</p> | |
| <p>May 15: Provide AFDO with a copy of the selected intern(s) resume(s) by emailing to jbadour@afdo.org.</p> | |
| <p>Within 5 business days of start-date: Agency/intern requests a new ORA Training Account from FDA OTED for Learning Management System access to complete the required online general education courses (AFDO can assist with this request if needed).</p> <p><i>Note: Either a state-issued (.gov) email OR college (.edu) email may be utilized. Visit https://fdaoted.csod.com/login/render.aspx?id=defaultclp and select "Request an ORA Training Account.</i></p> | |
| JUNE | Date completed |
| <p>June: AFDO Annual Education Conference.</p> <p><i>Note: Internship participation for Summer 2024 is not confirmed. More details will be shared with participating agencies.</i></p> | |

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| Agency/intern(s) to schedule & execute first field shadowing experience. | |
| Intern attends first AFDO webinar (dates TBD & emailed out). | |
| Intern completes 1-2 general education courses. | |
| Intern starts and continues to work on special project for the agency. | |
| Intern continues to be invited to relevant meetings and trainings the agency is affiliated with, to help ensure an immersive and inclusive experiences. | |
| JULY | Date completed |
| Agency/intern(s) to schedule & execute second field shadowing experience. | |
| Intern attends second & third AFDO webinars (dates TBD & emailed out – may run into August if needed). | |
| Intern completes 2-3 general education courses. | |
| Intern continues to work on special project for the agency. | |
| Intern continues to be included and invited to relevant meetings and trainings the agency is affiliated with, to help ensure an immersive and inclusive experience. | |
| Agency can determine if funding exists internally to continue the internship opportunity into the fall semester if there is interest from both the student and agency. | |
| AUGUST | Date completed |
| Aug. 15-Sept. 15: Internship end date occurs between Aug. 15 and Sept. 15. | |
| Agency/intern(s) to schedule & execute third field shadowing experience. | |
| Intern completes any additional general education courses – track all courses completed in AFDO Student Internship Portal for year-end report (5 courses required, intern is welcome to take more!). | |
| Aug. 15: Intern will send a short PPT slide (1-3 slides) summarizing their special project and include any photos or images to showcase the internship, email to jbadour@afdo.org . <i>Optionally</i> , the student can also provide a video clip on the benefit of their experience, and/or an AFDO podcast will be set-up for interested students to share their perspectives on the experience. | |
| Intern continues to be included and invited to relevant meetings and trainings the agency is affiliated with, to help ensure an immersive and inclusive experience. | |
| Agency and/or intern can work together on final report metrics and summary of details about the internship experience to add into AFDO Student Internship Portal for the project’s end report (formally due Oct. 30, draft can be started anytime). | |

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| <p>Internship end date (last AFDO-funded day) falls between Aug. 15 and Sept. 15.</p> | |
| <p>Aug. 31 (on or before): Intern completes AFDO post-internship survey and provides contact information for AFDO to request updates on the intern's future career path.</p> | |
| <p>SEPTEMBER</p> | <p>Date completed</p> |
| <p>Grant funding must be expended by internship end date (no later than Sept. 15).</p> | |
| <p>OCTOBER</p> | <p>Date completed</p> |
| <p>Oct. 30: Final project's end report due (at the latest!) and submitted through the AFDO Student Internship Portal with progress updates on all FOA deliverables. Completed expenditures and reimbursement with related documentation shall be uploaded and submitted at this time.</p> <p><i>Note: You can begin your report ANY time and begin editing, uploading documentation, etc., as you go – just continue to click "save" as you go. Your intern can also help complete the report with you prior to their end date.</i></p> | |