

# Reclamation Manual

Directives and Standards

**TEMPORARY RELEASE**

(Expires 09/30/2026)

## Bureau of Reclamation, Template for Resource Assistant Internship Development and Evaluation Plan

1. Resource Assistant Intern (RAI) Name:	2. Org/Office and Project Title:	3. RA contact info: Email: Phone: Other phone:
4. Supervisor: Name: Title: Contact phone and email:	5. Project Meeting: Supervisor discussed: <ul style="list-style-type: none"> <li>Project Objectives</li> <li>Performance Goals</li> <li>Work Plan/Evaluation Process</li> <li>Timeline</li> </ul> Completed (check) ____ Date: Supervisor: RAI:	6. Weeks 1-6 Resource Assistant Check-ins: Week 1: Supervisor ____ RA: ____ Week 2: Supervisor ____ RA: ____ Week 3: Supervisor ____ RA: ____ Week 4: Supervisor ____ RA: ____ Week 5: Supervisor ____ RA: ____ Week 6: Supervisor ____ RA: ____
7. Mid-Internship Review: Supervisor to discuss progress <ul style="list-style-type: none"> <li>Project Objectives</li> <li>Performance Goals</li> <li>Work Plan/Evaluation Process</li> <li>Timeline</li> </ul> Completed (check) ____ Date: Supervisor: RAI:	8. Weeks 7-11 Resource Assistant Check-ins: Week 7: Supervisor ____ RA: ____ Week 8: Supervisor ____ RA: ____ Week 9: Supervisor ____ RA: ____ Week 10: Supervisor ____ RA: ____ Week 11: Supervisor ____ RA: ____ Comments:	Final RA Review and Evaluation Supervisor discuss results: <ul style="list-style-type: none"> <li>Project Objectives</li> <li>Performance Goals</li> <li>Work Plan/Evaluation Process</li> <li>Timeline</li> </ul> Completed (check) ____ Date: Supervisor: RAI:
Certification completion of a RAI in a Rigorous Internship: ____ Certified ____ Not certified	Supervisor: _____ Date of Completion: _____	RAI: _____ Date of Completion: _____