

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE
(Expires 10/01/2021)

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

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