



T: 740.591.4266
 Toll Free: 888.597.SAOP (7267)
 www.SAOPseoh.org
 77 East State Street
 Athens, OH 45701

Intern Learning Plan

Thank you for choosing to complete your internship with the Survivor Advocacy Outreach Program (SAOP)! We have an enormous amount of opportunities at our agency that could be valuable learning experiences for interns. To add some consistency to these various opportunities, you will create an Intern Learning Plan with your supervisor using the attached documents. These documents are designed to spark a conversation about your expectations relative to your internship and also provide a rough road map to completing your internship and, thus, maximizing your learning experience. You will keep this plan at SAOP offices and refer to it and updated it regularly.

There are several things to keep in mind when creating a plan. The activity groups in green are mandatory for all interns. With the exception of these mandatory tasks, interns learning plans will look quite different (which is expected). An “hours estimate” is provided for each task such that you can budget your hours with SAOP. Of course, these are approximations and are open to change and/or modification based on your interest. For example, if you have an intense interest in fundraising, you can devote a greater number of hours to that activity if you should choose. Finally, we ask that you generate at least 5 learning experiences on your own. These can be tasks/topics that you’re interested in learning more about and/or tasks or things you learned that weren’t on the list, but you found particularly insightful. These could also be assignments that are expected of your particular internship. Regardless, we expect that you take ownership of your learning experience and craft at least 5 learning objectives either before or while you’re completing your internship.

Name:				
Semester:				
Total Hours in Internship:				
General	Hours Estimate	Date	Actual Hours	Super. Initials
Office Orientation	1			
Policies & Procedures Orientation	1			
Introduction to Current Projects	1			
Create Intern Learning Plan	1			

Intern Learning Plan

Volunteer Training	Hours Estimate	Date	Actual Hours	Super. Initials
	40 hours total			
Other Training	Hours Estimate	Date	Actual Hours	Super. Initials
Attend Community Partner Events*	Hours Estimate	Date	Actual Hours	Super. Initials
My Sister's Place	1			
Child Advocacy Center	1			
Survivor Advocacy Program	1			
Ohio University Police Department	1			
Athens Police Department	1			
Athens Sheriff's Department	1			

Intern Learning Plan

Athens County Victim's Assistants	1			
*Pick 1 or 2 agencies				
Advocacy	Hours Estimate	Date	Actual Hours	Super. Initials
Orientation to Direct Service Paperwork	1			
Introduction to Campus Advocacy	1			
Shadow Campus Advocate at Partner Institution	5			
Conduct Campus Advocacy	20			
Orientation to Legal Advocacy	1			
Shadow Legal Advocate	5			
Conduct Legal Advocacy	20			
Orientation to Medical Advocacy	1			
Shadow Medical Advocate	5			
Conduct Medical Advocacy	20			
Role Play Phone Calls	1			
Hotline Shifts	80			
Introduction to Community Advocacy	1			
Shadow Community Advocate	5			
Conduct Community Advocacy	20			
SART Meeting	2.5			
Prevention/Awareness Raising Events	Hours Estimate	Date	Actual Hours	Super. Initials
Introduction to Prevention Work	1			

Intern Learning Plan

Shadow Prevention Specialist	5			
Develop/Deliver Prevention Workshop/ Lesson	30			
Write Evaluation of Educator and Curriculum	2			
Create/Design Educational Materials	2			
Adapt/Update a Unit of Prevention Programing	2			
Attend Awareness Raising Event	4			
Help Plan Awareness Raising Event	30			
Tabling Event	2			
Write a Press Release	2			
Attend Prevention Coalition Meeting	2			
Help Plan Prevention Coalition Activities	2			
Program Evaluation & Data Analysis	Hours Estimate	Date	Actual Hours	Super. Initials
Review Survey Questions	1			
Code Qualitative Data	8			
Clean Quantitative Data	5			
Analyze Quantitative Data	5			
Write Up Results in Executive Summary	5			
Grant Writing	Hours Estimate	Date	Actual Hours	Super. Initials
Research Grant Opportunities	2			

Intern Learning Plan

Edit/Review Grant Proposal	2			
Edit/Review/Compile a Grant Budget	3			
Edit/Review/Write a Grant Completion Report	5			
Independent Research/Training	Hours Estimate	Date	Actual Hours	Super. Initials
Read/Update Resource Materials	5			
Research the Neurobiology of Trauma	3			
Write/Research Social Media Posts	5			
Read Survivor Services Manual	1			
Read SAOP Volunteer Training Manual	8			
Read Zines/Teen Dating Violence Brochures	2			
Research/Summarize SA, IPV, TDV Books	6			
TED Talk Series	3			
Nonprofit Management	Hours Estimate	Date	Actual Hours	Super. Initials
Attend a Board Meeting	2			
Review/Update Corporate Records Book	1			
Write Newsletter Article	3			
Conduct and Analyze Social Media Campaign	5			

Intern Learning Plan

Fundraising	Hours Estimate	Date	Actual Hours	Super. Initials
Attend Fall Fundraiser	4			
Attend Survivors Gala	4			
Help Plan Fall Fundraiser	30			
Help Plan Survivors Gala	30			
Design Flyer/Ad	2			
My Tasks/Learning Experiences	Hours Estimate	Date	Actual Hours	Super. Initials