**2023 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. Feel free to update this checklist to mirror your agency’s plans for the internship experience (including 1 or 2 interns), and include any additional internal objectives, meetings or training dates, or deliverables the agency has planned for intern activities and special project(s) interns will work on. This can also help support supervisors/interns with time management & tracking progress.*

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| **OCTOBER** | **Date completed** |
| Oct. 3: AFDO begins marketing the Funding Opportunity Announcement (FOA) for this grant, applications will be accepted starting this date. |  |
| 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/](http://www.afdo.org/student-internship-grant/)). |  |
| Agency begins to draft their application report and budget for the project. |  |
| Mid-late Oct. (date TBD): AFDO will host an overview and Q&A call with any interested agencies about the internship FOA and application process. |  |
| **NOVEMBER** | **Date completed** |
| Mid-late Nov (date TBD): AFDO will host an overview and Q&A call with any interested agencies about the internship FOA and application process. |  |
| Ongoing: Agency continues to develop application & draft budget. |  |
| **DECEMBER** | **Date completed** |
| Dec. 2: At 7:59 p.m. EST all applications due. |  |
| Dec. 5-14: Application review process conducted by AFDO panel. |  |
| Dec. 15: Award letters & decline letters will be sent out; all agencies notified of award status.  *Note: Due to extra funding, the grant portal reopened through Jan. 6, 2023.* |  |
| **JANUARY** | **Date completed** |
| Agency drafts & finalizes internship job posting with internal approval.  TOOL: Sample Intern Job Description. |  |
| Jan. 15: Awarded agencies will send their final internship job posting (with link to apply) to [jbadour@afdo.org](mailto:jbadour@afdo.org). AFDO will provide additional marketing/advertising support for all internship job opportunities with partner colleges/universities to help solicit resumes. |  |
| **FEB - MARCH** | **Date completed** |
| Agency can internally confirm funding agency code for internship grant, as needed. |  |
| Agency will review incoming resumes and host interviews with potential candidates (virtual or in person).  TOOLS: Internship Interview Questionnaire (ensure questions are uniform to promote equality in the interview process) and Intern Interview Screening Criteria. |  |
| **APRIL** | **Date**  **completed** |
| 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).  TOOLS: Internship Interview Questionnaire and Intern Interview Screening Criteria. |  |
| 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)). |  |
| 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.  TOOLS: Sample Intern Contract & Confidentiality Agreement & NACE Internship Program Overview template for agency onboarding considerations. |  |
| **MAY** | **Date**  **completed** |
| May 1-June 1: Internship start date should begin between May 1 – June 1 (flexible if there are agency/student requirements).  TOOLS: Sample Program Calendar & Sample Program Outline for internship activities (to be used throughout the duration of the internship). |  |
| 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). |  |
| May 15: Provide AFDO with a copy of the selected intern(s) resume(s) by emailing to [jbadour@afdo.org](mailto:jbadour@afdo.org). |  |
| Within 5 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). 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.) |  |
| Ongoing (mid-May to early June): Once interns have formally been hired, AFDO will work with each participating agency’s students to secure and handle all travel arrangements for the interns to attend the AFDO AEC. |  |
| **JUNE** | **Date**  **completed** |
| June 11-14: AFDO Annual Education Conference in Norfolk, VA. |  |
| 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).  Note: After 3rd webinar, interns will each share a few personal thoughts about the benefits of this internship experience in a video recording, which will be used for future professional promotion by AFDO. Students should be prepared for this recording (wearing business casual, in a quiet setting with proper lighting). |  |
| 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 max) summarizing their special project and include any photos or images to showcase the internship, email to [jbadour@afdo.org](mailto:jbadour@afdo.org). |  |
| 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). |  |
| Internship end date (last AFDO-funded day) falls between Aug. 15 and Sept. 15. |  |
| 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. |  |
| **SEPTEMBER** | **Date**  **completed** |
| Grant funding must be expended by internship end date (no later than Sept. 15). |  |
| **OCTOBER** | **Date**  **completed** |
| Oct. 30: Year-end project report due and submitted through the AFDO Student Internship Portal with progress updates on all FOA deliverables. Completed expenditures and reimbursement with related documentation uploaded and submitted with the final report for the project. |  |