

NIWC Atlantic Student Intern Program
STUDENT DEVELOPMENT PLAN

(All items must be completed and submitted before returning to school)

The following development plan is a road-map designed to further train, develop, and provide an understanding of the organization and career field of interest.

PROGRAM AGREEMENT

Please be sure you and your supervisor review and sign this Student Development Plan (SDP) within 30 days of beginning and/or returning to your internship.

INTERN NAME	<input type="text"/>	COMPETENCY	<input type="text"/>
EMAIL	<input type="text"/>	PROJECTED GRADUATION DATE	<input type="text"/>
DUTY STATION	<input type="text"/>	APPOINTMENT DATE	<input type="text"/>

DEVELOPMENTAL MEETINGS

The progress of your SDP is to be reviewed with your Supervisor. You are required to meet with your Supervisor, at a minimum monthly, to provide status updates, discuss tasking, expectations, etc. The purpose of these meetings are so that the Supervisor and Student Intern stay engaged and communicate.

<input type="checkbox"/> Initial Meeting	Date	<input type="text"/>	<input type="checkbox"/> Monthly Meeting	Date	<input type="text"/>
<input type="checkbox"/> Monthly Meeting	Date	<input type="text"/>	<input type="checkbox"/> Monthly Meeting	Date	<input type="text"/>
<input type="checkbox"/> Monthly Meeting	Date	<input type="text"/>	<input type="checkbox"/> Final Meeting (before returning to school)	Date	<input type="text"/>
<input type="checkbox"/> Monthly Meeting	Date	<input type="text"/>			

By digitally signing below, you and your Supervisor certify you have met on each date listed above.

Student Intern	<input type="text"/>	Supervisor	<input type="text"/>
----------------	----------------------	------------	----------------------

MENTOR MEETINGS

Mentor Name

- ☐ Meet with your mentor(s) at least three times (these can be one-on-one meetings, group mentoring activities, or flash mentoring sessions). Identify the mentor(s) and dates you met.

-
-
-

TRAINING, EDUCATION, AND CERTIFICATION PLAN

ATTEND 1 BROWN BAG AND 3 PRESENTATIONS

- ☐ Attend (in person if offered locally in Charleston - or - virtually) at least one Brown Bag hosted monthly by the New Professional Council Atlantic (NPCA). (List date/topic attended) [Schedule of Brown Bags posted on wiki.](#)

-

- ☐ Attend 3 presentations. The presentations/briefs should be relevant to degree program of study or the assigned competency. Please provide a short description of the presentation below and date attended.

-
-
-

All Student Interns, regardless of degree program of study or competency, are required to attend/take the following training courses. You and your Supervisor can choose to add additional training, in blank lines below, to further develop your knowledge, skills, and abilities.

<input type="checkbox"/> New Employee Orientation (NEO) <i>Note: Returning Students do not need to attend</i>	Date	<input type="text"/>
<input type="checkbox"/> Student Intern Information Session	Date	<input type="text"/>
<input type="checkbox"/> Intro to Financial Management (Optional)	Date	<input type="text"/>
<input type="checkbox"/> Intro to Naval Forces (Optional)	Date	<input type="text"/>
<input type="checkbox"/> <input type="text"/>	Date	<input type="text"/>
<input type="checkbox"/> <input type="text"/>	Date	<input type="text"/>

PROJECT / TASKING

Please identify each project or task you are assigned and identify what deliverables were entrusted to you.

Project / Task 1:

Project Name:	<input type="text"/>
Project Lead:	<input type="text"/>
What deliverables are you responsible for?	<input type="text"/>

Project / Task 2:

Project Name:	<input type="text"/>
Project Lead:	<input type="text"/>
What deliverables are you responsible for?	<input type="text"/>

Project / Task 3:

Project Name:

Project Lead:

What deliverables are you responsible for?

Any additional Projects

IGNITE PRESENTATION

All Student Interns are required to give a 5 minute Ignite Presentation on the work they've done all summer. All Student Interns must also attend their sessions Ignite Presentations. More information on Ignite Presentation requirements can be found on the Student Intern Program Wiki page: <https://wiki.spawar.navy.mil/confluence/x/jQjlCg>.

☐ Ignite Presentation

Date

CORE OBJECTIVES**KNOWLEDGE, SKILLS, AND ABILITIES**

The following is a list of competencies all Student Interns are required to understand over the course of their internship

Requirements/References	Method of Achievement (Discussion, Observation, Data)	
Understand the NIWC Atlantic mission, processes functions, and organizational structure.	<input type="text"/>	Date <input type="text"/>
Understand the goals, mission, and vision of the SPAWAR Enterprise.	<input type="text"/>	Date <input type="text"/>
Know the Navy Core Values and mission of the Navy	<input type="text"/>	Date <input type="text"/>
Understand the goals and mission of the project/teams that you support.	<input type="text"/>	Date <input type="text"/>

Understand your role on the project/team you support.		Date	
Know how to perform timekeeping using the NavyERP system.		Date	
Know how to use the standard tools that are associated with your project/team.		Date	

COMPETENCY OBJECTIVES

Student Interns are expected to complete ONLY the Competency Objectives that are relevant to their degree program of study and assigned competency. Supervisor's can add any relevant objective they feel the Intern should complete.

1.0 Finance Competency Objectives	Date Completed
Understand DOD FMR, OMB, and GAO.	
Understand applicable laws, rules, regulations and policies in accordance with government policies (e.g. Anti-Deficiency Act (ADA) violations).	
Know purpose, time, and amount for all commonly used appropriations.	
Understand the difference between Reimbursable (CAT1) and Direct Cite (CAT2) funds.	

2.0 Contracts Competency Objectives	Date Completed
Understand and become familiar with the FAR/DFARS.	
Understand and become familiar with Simplified Acquisition Procedures.	
Knowledge of contracting programs, contracting websites used for daily operations, change notification procedures and implementation, and tripwires.	
Knowledge of the different types of contracts, routing procedures and funding coordination.	

4.0 Logistics Competency Objectives	Date Completed

5.0 Engineering Competency Objectives	Date Completed
Understand DOD and DON Systems Engineering Process	
Know industry standards associated with your project/team.	
Understand Human Systems Integration.	

6.0 Program and Project Management Competency Objectives	Date Completed

8.0 Corporate Operations Competency Objectives	Date Completed

STUDENT INTERN PROGRAM EVALUATION

Supervisor Evaluation:

If your student intern has been on board for more than 90 days, then a formal Performance Evaluation must be completed under the STRL Performance Management System. Please use the same procedures you would for other employees. Please indicate if the student performance was rated as acceptable or unacceptable. It is optional to attach a copy of the STRL Performance Evaluation. If the student has not completed 90 days of service, it is still important to provide a rating. In the event the rating is unacceptable, the supervisor should contact the Student Intern Program Coordinator.

STRL Performance Management

IMMEDIATE
SUPERVISOR
COMMENTS

Student Intern Evaluation:

The student intern is required to complete the survey at the link below. This survey is meant to gather data and metrics on the Student Interns experience at NIWC Atlantic. The survey is anonymous, so as to receive feedback that is as open and honest as possible. At end of the survey, you will receive a confirmation number. Please record the confirmation number below as well.

<https://www.surveymonkey.com/r/SDPAssessmnt>

Survey Confirmation Code

Congratulations! You have completed all Student Intern Development Plan Requirements.

By digitally signing below, 'you as Supervisor', certify that you have reviewed the SDP and concur the above requirements have been completed.

SUPERVISOR SIGNATURE

Date

PROGRAM COMPLETION

By digitally signing below, the New Professional and Student Intern Program Coordinator, certifies that the Student Intern has satisfactorily completed the SDP in accordance with program requirements.

STUDENT INTERN
PROGRAM COORDINATOR
SIGNATURE

Date