

Activity Plan Template

Activity: _____ Date: _____

What client/group is this activity intended for: _____

Description: _____

Learning Goals and Objectives:

(list the goals and objectives that you wish your activity to accomplish with the clients)

1.

2.

3.

4.

5.

Method:

(this is how you will accomplish the goals and objectives, and the activities that you plan to implement)

1.

2.

3.

Evaluation/Reflection:

(what observances will you want to see from this activity, how will you know it was effective, what will identify where changes need to be made)

Internship Weekly Log

Dates of attendance: _____

Main learning goal this week:

Tasks and activities:

Meetings or special activities:

What went really well this week?

1.

2.

What did not go as well as hoped/planned?

1.

2.

Reflections on my participation:

Ideas/topics to raise in my next supervision:

Attendance Record

Date	Shift Hours	Supervisor Initials

Field Supervisor Signature

Date