

**VBA Internship Program  
Summer Timeline**

Intern Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mentor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Week [X]:** [Dates] | |
| **Department** | [department that intern will be working with] |
| **Point of Contact(s)** | [bank employee(s) that will work with the intern during this rotation] |
| **Objective 1** | [learning objective for intern while in this department] |
| **Sub-Tasks** | [tasks that will achieve objective 1] |
| **Objective 2** | [learning objective for intern while in this department] |
| **Sub-Tasks** | [tasks that will achieve objective 2] |

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| **Week 1:** [Dates] | |
| **Department** |  |
| **Point of Contact(s)** |  |
| **Objective 1** |  |
| **Sub-Tasks** |  |
| **Objective 2** |  |
| **Sub-Tasks** |  |

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| **Week 2:** [Dates] | |
| **Department** |  |
| **Point of Contact(s)** |  |
| **Objective 1** |  |
| **Sub-Tasks** |  |
| **Objective 2** |  |
| **Sub-Tasks** |  |

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| **Week 3:** [Dates] | |
| **Department** |  |
| **Point of Contact(s)** |  |
| **Objective 1** |  |
| **Sub-Tasks** |  |
| **Objective 2** |  |
| **Sub-Tasks** |  |

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| **Week 4:** [Dates] | |
| **Department** |  |
| **Point of Contact(s)** |  |
| **Objective 1** |  |
| **Sub-Tasks** |  |
| **Objective 2** |  |
| **Sub-Tasks** |  |

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| **Week 5:** [Dates] | |
| **Department** |  |
| **Point of Contact(s)** |  |
| **Objective 1** |  |
| **Sub-Tasks** |  |
| **Objective 2** |  |
| **Sub-Tasks** |  |

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| **Week 6:** [Dates] | |
| **Department** |  |
| **Point of Contact(s)** |  |
| **Objective 1** |  |
| **Sub-Tasks** |  |
| **Objective 2** |  |
| **Sub-Tasks** |  |

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| **Week 7:** [Dates] | |
| **Department** |  |
| **Point of Contact(s)** |  |
| **Objective 1** |  |
| **Sub-Tasks** |  |
| **Objective 2** |  |
| **Sub-Tasks** |  |

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| **Week 8:** [Dates] | |
| **Department** |  |
| **Point of Contact(s)** |  |
| **Objective 1** |  |
| **Sub-Tasks** |  |
| **Objective 2** |  |
| **Sub-Tasks** |  |

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| **Week 9:** [Dates] | |
| **Department** |  |
| **Point of Contact(s)** |  |
| **Objective 1** |  |
| **Sub-Tasks** |  |
| **Objective 2** |  |
| **Sub-Tasks** |  |

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| **Week 10:** [Dates] | |
| **Department** |  |
| **Point of Contact(s)** |  |
| **Objective 1** |  |
| **Sub-Tasks** |  |
| **Objective 2** |  |
| **Sub-Tasks** |  |

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| **Week 11:** [Dates] | |
| **Department** |  |
| **Point of Contact(s)** |  |
| **Objective 1** |  |
| **Sub-Tasks** |  |
| **Objective 2** |  |
| **Sub-Tasks** |  |