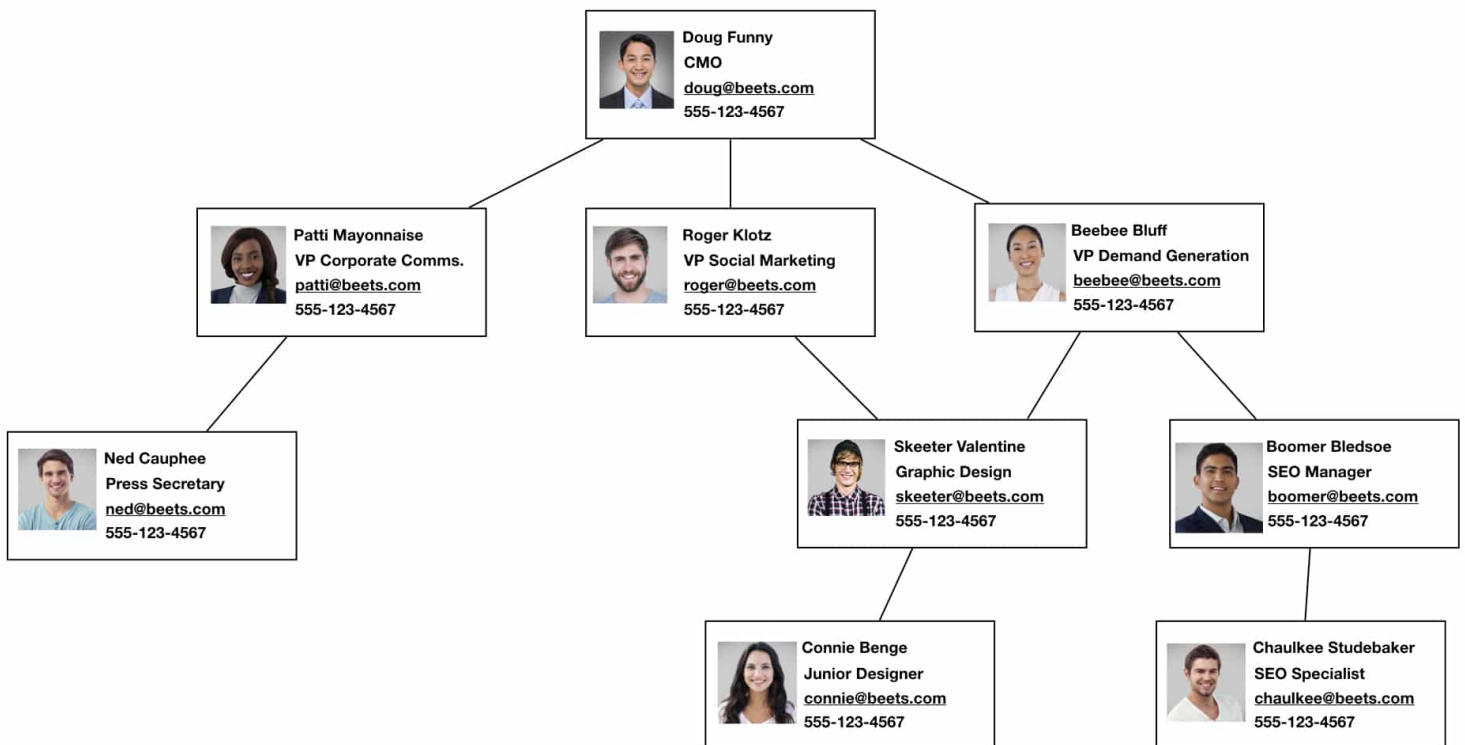


Organizational Chart

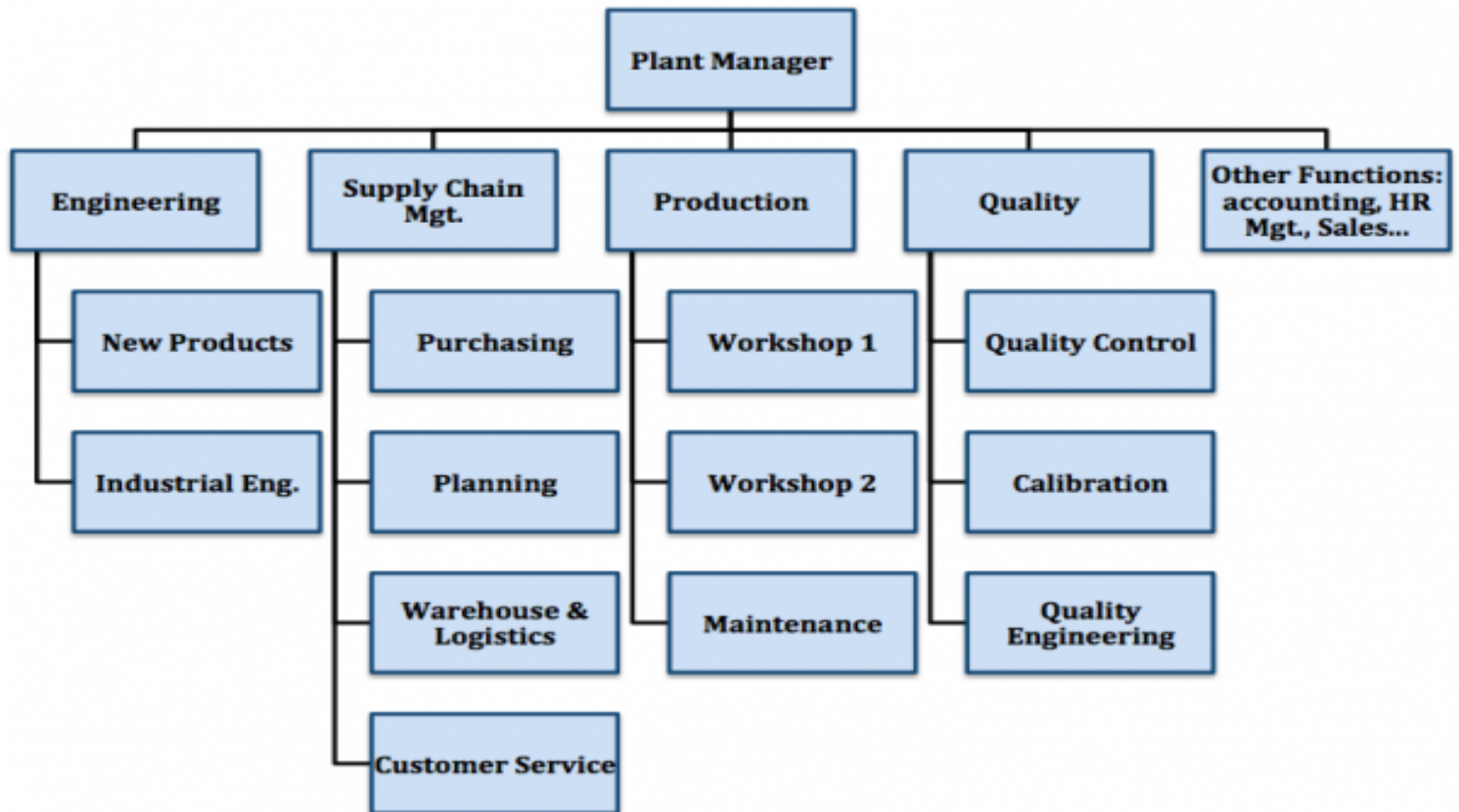
Why and How

There are several formats of organizational charting. Consider the examples below. The first is a hierarchical chart with the CMO at the top and flowing down the levels of responsibility, each person connected to their supervisor/supervisee. The second example is of an organizational chart for a manufacturing company. Using this template, a company maps out the structure of the organization, then adds in the names, contact information, pictures, or other pertinent information such as location within the facility. Organizational charts can be fully encompassing or reflect a specific slice of the company the intern will be working with, or even the work shift the intern will be working. **The organizational chart artifact is to help the intern understand the full scope of the company, their role within it, and who to contact for what.** An organizational chart can also help the company find the best fit for an intern. Taking a look at workflow from an organizational chart perspective may allow a company to shift or increase their use of interns. *The organizational chart artifact functions to provide clarity for both the organization and the intern, helping to stay focused on the learning objectives and the goals of the internship itself.*

Example 1



Example 2



Online templates for creating your own organizational chart.

[Types of organizational charts and how to use them](#)

[Manufacturing Organizational Charts](#)

[Create an Org Chart | Lucidchart Blog](#)

[Internship Report Org Chart | Creately](#)

[Create an organization chart](#) - for Microsoft users.

Videos

[How to Create an Org Chart in Powerpoint](#)

[How to Create an Org Chart in Excel](#)

[How to Create an Org Chart in Google Sheets](#)