

Internship Proposal Form

Each student in consultation with their **Internship Site Supervisor** will complete the required internship proposal from below and then upload this **Internship Proposal PDF** document in the “**Report an Internship for Credit**” required section on BearTracker.

When you have this **Internship Proposal Form** completed, please make sure to re-save this PDF Document with a new title! Example: **Graphic Design Internship Proposal Fall 2090**

Contact Hours Section

Semester/Year you will be completing your internship?

(ex. Summer 2089, fall 2090 or spring 2091)

Starting date of your internship:

Ending date of your internship:

How many hours will you be working at your internship site per week?

What are the total contact hours you will be working at your internship site for the entire semester?

Please provide a detailed schedule of what days of the week and times you will be scheduled to work each week:

Detailed Internship Job Description

Provide a proposed detailed job description indicating what you will be doing for your internship. Provide all tasks, projects, assignments and duties that your site supervisor will be asking you to do during your internship.

*** Keep in mind the 70/30 rule: **70%** of your job duties should include new skills you will be learning and **30%** can be general duties that you might already know!***

Mentoring and Internship Site Supervision

Site Supervisor's Name:

Describe when and how long you will meet with your site supervisor each week to discuss your progress and receive feedback from your site supervisor:

(It is recommended that each intern schedule at least a ½ hour meeting with their supervisor each week)

Describe when and how you will be trained for your internship:

Marketable Skills

Describe in detail what new marketable skills you will obtain after you complete this internship. Describe any new technical or soft-skills you will develop in completing this internship. *Hint: These will be the skills you will highlight on your résumé!*

How this internship relates to my Major/Career Field

Describe in detail how your internship relates to your academic major/or your desired career field:

Describe why you chose this internship and how it will enhance your academic program here at SUNY Potsdam:

Career Readiness Competencies

Below are **8 career readiness competencies** adapted from the National Association of College & Employers (NACE).

Under each career readiness competency and the definition, describe how your internship will help you achieve each career readiness competency during your time at your internship. Please be specific when you are describing how you will obtain each career readiness competency!

Every student is required to fill out the first 4 career competencies! If your internship can help you achieve the last 4 career

competencies, please fill them out.

*******Please keep in mind that you will be evaluated on these career readiness competencies in your final student evaluation at the end of the semester when your internship is completed*******

***1. Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

***2. Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

***3. Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

***4. Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

5. Teamwork/Collaboration: Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure and can negotiate and manage conflict.

6. Digital Technology: Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

7. Leadership: Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

8. Global/Intercultural Fluency: Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.