

Internship Proposal Form

Each student in consultation with their Internship Site Supervisor and faculty sponsor will complete the required internship proposal form below and then copy and paste the information from this form to the "Report an Internship for Credit" required section on Handshake.

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 20xx

Semester:

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

Student Information (this is if we need to enter your experience for you)

Term _____

Experience template

Experience template (use drop down menu to select appropriate template)

Term: use drop down menu to select appropriate term

Student Name _____

Assigned to (**ignore**)

Status: Ignore – this is for our office

Organization

Organization: (use drop down menu to select organization. If your organization is not listed, type in)

Location (**only enter if organization is not listed in HandShake**)

(street address, city, state and zip code)

Industry (**optional**)

Location phone number: _____

Location email: _____

Experience

Position title: _____

Department: _____

Date: _____ **should read first day of classes, last day of finals**

Experience Type: (use drop down menu to select)

Salary: _____

Pay period (choose one)

Offer date (**optional**)

Offer accepted (**optional**)

Reviewer Contact Information (if your site supervisor, faculty sponsor, or Dean's email address does not appear, enter their information in the boxes that will appear for each) Phone number for faculty sponsor and dean should be their on campus phone number.

Site supervisor email: _____

Site supervisor full name: _____

Site supervisor title: _____

Phone number: _____

Faculty sponsor email _____

Faculty sponsor name: _____

Faculty sponsor title: _____

Faculty sponsor phone: _____

Dean or Dean's Designee email: _____

Title: _____

Phone number: _____

General

General Information

P number _____

Do you have a prior felony conviction? Yes or No

Site Information

What is the name of the organization or specific department: _____

Is your internship on or off campus: On Campus or Off Campus

Is your internship in the United States? Yes or No

If not, in what country is your site located? _____

Course Information

What internship course are you registering for? (ex:APLE 491) _____

Course Title: _____

What is your academic department of your faculty sponsor? _____

Non-liberal arts or liberal arts credit? (**Select one**)

How will experience be graded (choose S/U/P or Numerical)

Internship Description

How many hours do you plan to complete with this site (40 hours = 1 credit)? _____

Number of credits: _____

Describe your typical weekly schedule (example: MWF 12-3): _____

What will your actual first day and last day on site: _____

Will you be required to work outside of your typical schedule, for example occasional evenings and weekends? Yes or No

Describe your primary internship tasks:

How will you be trained for this internship?

Will you be receiving any certifications during this internship (optional)

Why does this internship relate to your career or learning goals?

After your internship is complete, what bullet points do you hope to list under this experience on your resume?

Are you involved with CSTEP? Yes or No