

Internship Proposal Form

Each student should consult with their Faculty Sponsor and Site Supervisor to complete this preliminary internship form. Once complete, the student should transfer (copy/paste) the information from this form into Handshake, under Career Center—Experiences—Submit an Experience.

Our [step-by-step walkthrough](#) is highly recommended when completing the Handshake registration process!

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

Term _____

Experience template

Experience Template (use drop down menu to select appropriate school/program)

Term (use drop down menu to select appropriate term)

Student Name _____

Organization

Organization (use drop down menu to select organization and location, if your organization is not listed, type it in).

Location (only enter if organization is not listed in Handshake)

(street address, city, state and zip code)

Location phone number: _____

Location email: _____

Experience

Position title: _____

Academic department: _____

Date: _____

should read first day of classes, last day of finals

Salary: _____

Reviewer Contact Information

Faculty sponsor email: _____

Faculty sponsor name: _____

Site supervisor email: _____

Site supervisor's full name: _____

If site supervisor is already in our database, this will auto populate after you enter their email address. Otherwise, you will need to enter this information. Copy and paste your faculty's email address from the directory.

General

If you do not know your Pnumber, you can find it on your BearPaws.potsdam.edu account. Click Personal Information, then click Display your Potsdam ID

Pnumber _____

Do you have a prior felony conviction? (Select one) Yes No

Have you asked your site whether they require an affiliation agreement or MOU? Is there a background check or fingerprinting required, and do you have a plan to complete these steps?

Site Information

Is your internship on or off campus (select one): On Campus Off Campus

If your internship is off campus, please provide site address (if on campus type NA): _____

Is your internship in the United States? (select one) Yes No

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

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

Is this internship in person, remote or hybrid (select one)

Course Information

What internship course are you registering for? (ex:APLE 491) For proper reporting, there must be a space between the letters and numbers) _____

Course Title: _____

NOTE: If you are registering for an internship course that is already in the course catalog, your internship title must match what is in the catalog. [See course catalog](#)

What is your faculty sponsor name: _____

Academic Department of your faculty sponsor? _____

How will experience be graded (choose S/U or Numerical – select one)

Internship Description

How many hours do you plan to complete with this site (40 hours = 1 credit, **ONLY enter hours**)?

Number of credits (**ONLY enter number**):

Specifically describe your schedule on-site (example: MWF 12-3): _____

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

What will your actual first day on-site: _____

What will be your last day on-site: _____

Describe your primary internship tasks:

How will you be trained for this internship?

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

Using the course syllabus provided by your faculty sponsor, please explain how the learning objectives/outcomes in the syllabus relate to this internship and/or your career goals. **If it is helpful, list each learning objective/outcome and then explain how it connects to your career 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 No

NOTE: In order for your proposal to be considered complete, you must attach the course syllabus after submitting your proposal.

After you click submit experience, this will take you back to your main dashboard. There you will see a new attachment button, click that button and upload your syllabus.