

INTERNSHIP PROPOSAL

(PLEASE PRINT)

This document is intended as a formal agreement among _____(Intern),
_____(Faculty Supervisor) and _____(Site Supervisor) concerning a
____-credit internship to be performed during the _____ semester of 20____ at
_____(Name of Organization).

The objective of the internship is to supplement the intern's general theoretical knowledge of
_____(subject area) that has been gained through academic course work
with a practical work experience. The internship objective will be achieved by the intern's performing the
following specific duties:

- 1) _____

- 2) _____

- 3) _____

- 4) _____

- 5) _____

- 6) _____

(Attach additional sheets of paper if necessary.)

The internship will begin on _____ and conclude on _____. The intern will work for
a total of _____ hours. The intern will maintain a daily journal documenting the various duties performed.
Upon completion of the internship, the intern will submit a paper summarizing his or her activities (consistent
with the daily journal) according to departmental requirements.

The Site Supervisor will directly or indirectly supervise the internship activities, and evaluate the
intern's performance using the Intern Evaluation Form provided.

The grade for the internship will be assigned by the Faculty Supervisor and will be based upon the
following components and weights as specified by the supervising faculty member:

- | | | |
|----|----------------------------------|--------|
| 1) | Review of the daily journal | _____% |
| 2) | Evaluation of the required paper | _____% |
| 3) | Site supervisor's evaluation | _____% |
| 4) | Other: (specify)_____ | _____% |

(Faculty Supervisor Signature) (Date)

Print Site Supervisor Name

(Intern Signature) (Date)

(Site Supervisor Signature) (Date)

Address: _____

Address: _____

E-mail address: _____

E-mail address: _____