

## SAMPLE INTERNSHIP PROPOSAL

**Student:** [Name]. **Faculty Advisor:** [Name].

### **Introduction:**

*This section should explain who you are, what program of study you are in, and what degree you are working towards.*

Sample: "My name is ... and I am studying for a [name of degree]. I propose that my work as an intern with [organization name] is appropriate within the major and therefore should be eligible for academic credits towards a degree."

### **Learning Experience:**

*This section should explain the most important concepts from your classes that you will be applying during your internship. Be specific about your responsibilities in the internship and the skills you will acquire or improve while carrying out the internship.*

Sample: "The tasks required for this internship will provide a professional atmosphere in which to practice many concepts learned in classes. Some of the projects or tasks that will be completed include 1) ..."

### **Previous Experience:**

*This section should describe what kind of experiences you have had, either through work, school, volunteer or hobbies that are suited to this internship.*

Sample: "My experience in this field has included.... I am prepared for this internship through relevant part-time/past work experience with [organization], which has help me develop the following skills ...."

### **Internship Details:**

*This section should describe your internship site, hours of work, tasks you will be working on, your direct supervisor and other specific circumstances of the internship (i.e., special tools or materials, events, etc.).*

Sample: "From May 16 to August 5, I will be working during regular full-time business hours on a rebranding design for [organization]... My placement supervisor, [name], will be overseeing my work ..."

### **Academic Content:**

*This section should explain who your faculty advisor is, how you plan to communicate with him/her about the internship, and what learning objectives you will achieve during this time.*

Sample: "My faculty advisor for this internship is [faculty advisor name], and he will watch my progress throughout my internship through bimonthly meetings.... At the end of the internship I will have a better understanding about ..."