

Internship proposal instructions:

Copy and paste these pages into a separate document and use this as the starting point for writing your internship proposal. Be sure to delete these instructions prior to submitting the proposal for review.

Please work with the sponsoring organization professional to craft a document that provides the information requested in sections I, II, and III below, as well as the contact information for all agreeing parties. Please review, and have your internship mentor review, the internship roles and responsibilities in sections IV – VII prior to signing.

Internship Proposal

I. Internship Overview

- a. Provide a description of your internship project(s).
- b. What do you expect to learn from the project(s)?
- c. What is the rationale for the project(s)? Why is it important to the organization?
- d. What will you be expected to deliver to the organization during the internship? What will a successful project(s) look like?

II. Internship Proposal

For each deliverable that you are expected to produce, please provide the following information.

- a. What is the purpose of the deliverable?
- b. Who is the intended audience for the deliverable?
- c. What steps will you take to produce the deliverable? And by what date should each of these steps be completed?

III. Key Dates

- a. When is your internship proposal due?
- b. When will the internship begin?
- c. When will the internship conclude?

Contact Information for Agreeing Parties

Student

Name	Mobile phone
Address 1	Other phone
Address 2	Email
City	PID
State	
Zip	

Faculty advisor

Name	Phone 1
Department	Phone 2
Address 1	Fax
Address 2	Email
City	
State	
Zip	

Sponsoring Organization Professional

Name	Phone 1
Job Title	Phone 2
Agency or Organization	Fax
Address 1	Email
Address 2	
City	
State	
Zip	

CHIP Program Coordinator

Name	Phone 1
Street Address	Phone 2
Address 2	Fax
City	Email
State	
Zip	

Internship Roles & Responsibilities

IV. Student

The student is expected to take substantial initiative to identify, arrange, and complete a meaningful internship that meets CHIP program requirements. The student will:

- Meet with faculty advisor in the first semester of the program to discuss professional and career objectives, clarify internship goals, and identify appropriate internship opportunities.
- Develop an internship proposal that reflects personal learning objectives and company/agency needs in collaboration with the sponsoring organization professional and the faculty advisor. Verify that the agreement is complete, signed by all parties, and submitted to the program coordinator prior to the start of the internship.
- Maintain a work schedule agreed upon with the sponsoring organization professional.
- Maintain professionalism.
- Adhere to company/agency standards, policies, and procedures including dress, personal conduct, attendance, and confidentiality.
- Meet regularly with the sponsoring organization professional to discuss the progress of the internship and receive support, guidance, and feedback.
- Maintain contact with the faculty advisor and CHIP program coordinator regarding progress on the internship, including the mid-point report.
- Complete mid- and end-point self-evaluations to be assessed as part of GRAD 989 grade.
- Satisfactorily complete activities and deliverables outlined on the internship proposal.

V. Sponsoring organization professional

The sponsoring organization professional will serve as the student's mentor during the internship experience. The mentor will:

- Assist in the development of mutually agreed-upon learning objectives to be achieved during the internship.
- Develop a realistic scope of work and timetable with the student.
- Assist student in developing the internship proposal and approve the internship proposal.
- Orient the student to people, experiences, and resources within the sponsoring organization.
- Provide resources needed to complete the experience(s) (e.g. workspace, equipment, access to data, personnel and other necessary materials).

- Meet regularly with the student to provide support, guidance, and feedback.
- Communicate with CHIP program coordinator to provide feedback and monitor student progress.
- Complete an evaluation form on the student and the internship experience at the end of the internship.
- Evaluate the student's internship report and presentation. Evaluations should be discussed with the student, comments and action items included, so that the evaluation is a growth opportunity for the student.

VI. Faculty advisor

The student's faculty advisor assists with planning the internship and can serve as a resource during the internship. The advisor will:

- Assist with the development of the student's internship proposal. Ensure that the proposed internship is appropriate, feasible, and meets department and program requirements.
- Approve and sign the complete, finalized internship proposal.
- Work with the student, sponsoring organization professional, and CHIP program coordinator to resolve any problems during the internship process, as needed.
- Attend final presentation and provide final evaluations for the paper and presentation.

VII. CHIP program coordinator

The CHIP program coordinator oversees the CHIP internship program. The program coordinator will:

- Serve as a resource for students.
- Approve completed internship proposal and enroll student in GRAD 989 upon approval so they can receive academic credit for internship.
- Engage in problem-solving with student, sponsoring organization professional and faculty advisor, as necessary.

Signature Page

By signing below, I hereby commit to the responsibilities outlined in this internship proposal as they pertain to the proposed project.

CHIP Student

Date

If submitting electronically, please type your name and date on the lines above.

By checking this box, I affirm that the name typed above represents my official signature.

Sponsoring Organization Professional

Date

If submitting electronically, please type your name and date on the lines above.

By checking this box, I affirm that the name typed above represents my official signature.

Faculty Advisor

Date

If submitting electronically, please type your name and date on the lines above.

By checking this box, I affirm that the name typed above represents my official signature.