

**Academic Credit Internship Proposal
EXAMPLE**

Name: _____ **ID#:** _____

Campus address: _____ E-mail: _____ Phone: _____

Faculty Sponsor: _____ Department _____

Course Name and Number: _____ **Semester/Year:** _____

Internship Start Date: _____ End Date: _____ Hours/Week: _____

Employer/Company Name: _____

Address: _____

Internship Site Supervisor's Name and Title: _____

Phone: _____ Email: _____

Step 1: List learning goals and (2) objectives. (Consider theoretical issues, problems, and/or relationships of academic and work experience)

Goals: _____

Objectives: _____

Step 2: Meet with faculty sponsor in your major to your internship. Date of appointment: _____

A. Discuss learning goals and objectives from Step 1

B. Determine number of credits: _____ (number of credits)

C. Establish course requirements for successful completion (list below):

D. Determine assignments and dates for successful completion of the experience. (sample list):

Assignment	Explanation	Due Date
Examples of work performed:	_____	_____
_____	_____	_____
Reading assignments:	_____	_____
_____	_____	_____
Reports on readings:	_____	_____
_____	_____	_____
Progress Reports/Evaluations:	_____	_____
_____	_____	_____
Journal:	_____	_____
_____	_____	_____
Research Topic and Paper:	_____	_____
_____	_____	_____
Demonstration of competencies obtained:	_____	_____
_____	_____	_____
Class Presentation:	_____	_____
_____	_____	_____
Final written/oral report:	_____	_____
_____	_____	_____

E. Describe how internship duties and responsibilities will satisfy course requirements:

F. Grading for the internship will be based on the following criteria:

Signatures:

Student: _____ Print: _____ Date: _____
Site Supervisor: _____ Print: _____ Date: _____
Faculty Sponsor: _____ Print: _____ Date: _____
Academic Advisor: _____ Print: _____ Date: _____
Dean/Department Chair: _____ Print: _____ Date: _____