

Field Experience/Internship Proposal

Student's Name: _____

ID#: _____

Campus address: _____

Phone: _____

Employer/Company Name: _____

Address: _____

Phone: _____

Email: _____

Internship Site Supervisor's Name and Title: _____

Course Information (Internship/Field Experience/Independent Study) (Where applicable)

Course name and number: _____

Semester/Year enrolled: _____

Internship Start Date: _____

End Date: _____

Hours/Week: _____

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

1: _____

2: _____

Step 2: Describe your internship duties and responsibilities (attach a formal job description if available).

Step 3: Contact the faculty member in your major who has agreed to sponsor you to set up an appointment to discuss your goals and objectives and to complete this proposal form.

Step 4: Discuss number of credits to be earned (1 – XX)

Number of credits: _____

Step 5: Discuss course requirements to be assigned for successful completion of the experience. **Examples** are listed below. Be specific about requirements and due dates.

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:	_____	_____
_____	_____	_____

Grading Criteria: Grading for the internship will be based on the following:

Signatures:	Date
Student: _____	_____
Site Supervisor: _____	_____
Print name of supervisor: _____	_____
Faculty Sponsor: _____	_____
Print name of faculty sponsor: _____	_____
Academic Advisor: _____	_____
Print name of academic advisor: _____	_____
Dean/Department Chair: _____	_____