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:** Discus 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.

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<th>Assignment</th>
<th>Explanation</th>
<th>Due Date</th>
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**Grading Criteria:** Grading for the internship will be based on the following:

__________________________________________

__________________________________________

__________________________________________

**Signatures:**

**Student:** ____________________________  
**Date:** ____________

**Site Supervisor:** _____________________  
Print name of supervisor: __________________

**Faculty Sponsor:** _____________________  
Print name of faculty sponsor: ____________

**Academic Advisor:** _____________________  
Print name of academic advisor: ____________

**Dean/Department Chair:** __________________  
Date: ____________