

INTERNSHIP PROPOSAL TEMPLATE



INTERNSHIP OPPORTUNITY PURSUED

COMPANY NAME		DEPARTMENT	
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APPLICANT OVERVIEW

STUDENT NAME			
ADDRESS			
PHONE		EMAIL	
SCHOOL NAME		CLASS LEVEL	
FACULTY ADVISOR		ADVISOR PHONE	
ADVISOR DEPT.		ADVISOR EMAIL	

LEARNING EXPERIENCE

What key concepts from your classes will you apply during the internship?	
Which responsibilities of the internship will be the most beneficial?	
What skills will you acquire or improve?	

PREVIOUS EXPERIENCE

What experiences through work, school, volunteer efforts, or hobbies are suited to this internship?	
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INTERNSHIP DETAILS

TYPES OF TASKS			
SPECIFIC CIRCUMSTANCES software, tools, events, etc.			
LOCATION		DIRECT SUPERVISOR	
HOURS / % OF EFFORT		COMPENSATION if any	
EXPECTED START AND END DATES		EXPECTED EARNED COURSE CREDIT	

ACADEMIC CONTENT

How will you communicate with your Faculty Advisor throughout the internship?		What are your learning objectives through this opportunity?	
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