

IDCE Internship Proposal

An internship must be a minimum of 210 hours to qualify for academic credit. Not more than 25% of your job duties should be clerical by nature.

Complete this form after you have secured an internship. Once your faculty sponsor signs below, return two copies to the Student and Academic Affairs Office to be added to your student file.

Please note: Before the final week of your internship, have your internship supervisor complete the **Internship Supervisor Evaluation** form and send it to the Student and Academic Affairs Office. If you wish to receive credit, submit the academic component of your internship to your faculty sponsor within four weeks of completing the internship.

Internship Proposal: _____

Student Name: _____

Address during internship: _____

Campus address: _____

Telephone: _____ **E-mail:** _____

Sponsoring Organization

Name of Organization: _____

Address: _____

Telephone: _____ **E-mail:** _____

Website: _____

Description of the Organization: _____

Internship Supervisor: _____

Title and Department: _____

Internship Title and Responsibilities:

Goals or End Product (reports, publications, etc.) of the Internship

Proposed Weekly Schedule (if possible, attach a work timetable that you have agreed upon with your internship supervisor.)

Hours per week: _____ **Total # of weeks:** _____

(Please note that international students must have any paid internship approved by the Director of International Students and Scholars.)

Faculty Sponsor: _____

Department: _____

Faculty Signature for Approved Internship: _____