

Internship Program

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~LAS 289 Internship Proposal~

This proposal is the first step toward approval of an elective credit based internship. The proposal must typed, fully completed on-line, signed and returned to the LAS Internship Program office for approval. Once the proposal is accepted then you will be able to register for LAS 289.

Name _____ UIN: _____
Address _____ City, State, Zip _____
Telephone _____ Email _____

I. THE INTERNSHIP

I will be working at _____
as a/an _____ Intern during the _____ semester/ _____ year.

II. RESPONSIBILITIES

III. APPLICABILITY TO MAJOR AND/OR CAREER GOALS.

Explain how this internship relates to your major and/or career goals.

IV. ACADEMIC RECORD (check one)

Status: Sophomore (45-59 cr. hrs.) - Junior (60-89 cr. hrs.) - Senior (90+ cr. hrs.)

Major(s):

Minor(s):

Courses that relate to the internship:

Internship Program

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V. TIME INVOLVED

The internship will begin on _____ and end on _____ (beginning and ending dates.) During this time I will be working _____ hours per week for _____ weeks.

VI. CREDITS (check one)

I would like to earn 1 2 or 3 elective credits. (check one)

These credits are considered "independent study" and are subject to all the limitations thereof.

- I acknowledge that I must intern a minimum of 60 hours for each credit hour earned.
(Example: for 3 elective credit hours I will intern for a minimum of 180 hours.)

VII. EXPECTED INCOME (check one)

- This internship is unpaid.**
- This internship is paid and I will be earning \$ _____ an hour.**
- I will earn a stipend for this internship in the amount of \$ _____.

***According to federal law, if you are interning at a for-profit business/organization you must either be paid or earn graduation credit.*

VIII. SUPERVISION AND EVALUATION

Company/Organization's Name _____
Company/Organization's Address _____ City _____ ZIP _____
Immediate Supervisor _____
Supervisor's Title _____
Supervisor's Phone _____
Supervisor's Email _____

During the internship I will:

- Submit, *with my supervisor*, four (4) Work-Learning Objectives,
- Complete, *with my supervisor*, a final evaluation and return the form before the end of the semester,
- Submit two (2) monthly reports,
- Attend two (2) scheduled internship seminars with the LAS Internship Program, and
- Write a reflection paper at the end of my internship critiquing my own performance.

Student _____ date _____

Internship Program Approval _____ date _____