

Southwestern University

Career Services

INTERNSHIP PROPOSAL FORM

PLEASE PRINT OR TYPE.

ORGANIZATION NAME: _____

INTERNSHIP POSITION TITLE: _____

Internship Site Mailing Address: _____

Internship Site Supervisor Name: _____

Internship Site Supervisor Title: _____

Internship Site Supervisor Phone: _____

Internship Site Supervisor Email: _____

Internship FALL Semester Start Date/End Date:: _____ / _____

Internship SPRING Semester Start Date/End Date:: _____ / _____

Internship SUMMER Semester Start Date/End Date:: _____ / _____

Approximate Work Hours per week: _____

Compensation: Paid / Unpaid: _____ Rate of Pay: _____

How to apply: _____

POSITION SUMMARY:

Brief Description of Internship Site/Program

Internship Responsibilities/Duties:

Learning Outcomes for the Intern:

Project List for the Internship:

Short-term:

Long-term:

What opportunities for training will be provided?

What opportunities will you provide to incorporate the intern into your organization for them to learn about your industry?

Application Materials Required:

Date: _____