**Department of Sociology - Internship Proposal Form**

This proposal form is to be completed by the student, in collaboration with their faculty sponsor and site supervisor. This agreement serves several purposes.

* To provide a framework or structure for the internship experience
* To serve as a reminder to all learning partners of the purpose and activities of the internship
* To provide the basis for evaluation and validation of the learning experience

This form must be completed no later than two weeks from the start of the internship. It is important for learning objectives, expectations, and requirements to be set before beginning the internship. Therefore, credit cannot be awarded retroactively.

**This form may be signed manually or electronically / digitally. Please obtain signatures of all relevant learning partners and provide them with a copy of this agreement.**

Student Information

Last Name First Name

Student # Email address

Contact Phone Number

**Internship Details**

Position Title

Company/ Agency Name

Address

Start Date (MM/DD/YYYY)

End Date (MM/DD/YYYY)

Hours per week Paid Unpaid

Supervisor Name

Title

Email Address

Phone Number

*How did you find this opportunity?*

*What tasks will you be responsible for at this internship?*

*How will the tasks you complete at your internship be evaluated?*

*What do you want to gain from this internship? For example, do you hope to explore career possibilities, develop new skills, test theories learned in class, etc.? Please list/describe your objectives.*

**Site Supervisor Acknowledgement:**

Dear site supervisor,

Thank you for working with our student. Please confirm that you have reviewed and support this internship proposal.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Acknowledgement:**

With my initials on each line, I acknowledge the following:

\_\_\_\_\_\_\_\_\_\_\_\_ In this internship, I will work with a community-engaged company, non-profit, or other organization

\_\_\_\_\_\_\_\_\_\_\_\_ I will work approximately 10 hours per week with this organization (~120 hrs total in a semester)

\_\_\_\_\_\_\_\_\_\_\_\_ I will maintain a journal of my work experiences and reflections to be shared with my faculty sponsor

\_\_\_\_\_\_\_\_\_\_\_\_ Before the end of the term, I will complete and submit a summary paper describing my internship experience and reflecting on sociology themes encountered in my work. The length and scope of the summary paper will be determined by my faculty sponsor

Student Signature

Date

**Sponsor Acknowledgement:**

Faculty Sponsor Name

Faculty Sponsor Signature

Date