



Internship Proposal Form EXSS 4377/4398 Internship (Capstone)

An academic internship is a credit-bearing, career-related work experience of limited duration in which an individual takes on responsible roles outside of the traditional university environment. Internships must include training and supervision. This valuable form of professional training provides students with the opportunity to test their career interests in an off-campus setting. Juniors, or seniors may earn academic credit for internships during the fall, spring or summer terms. **Prerequisite: Students must complete EXSS 3107 (Advanced Cardiovascular Training) as a prerequisite for the internship. Students may register for the internship, but will be dropped if EXSS 3107 is not completed by the start of the respective internship semester.**

Each Student is responsible for finding and securing their own internship site that must meet the following guidelines:

Criteria for an experience to be defined as EXSS 4377/4398 Internship

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferrable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There is supervision by a professional with expertise and/or professional background in the field of the experience.
5. There is routine feedback by the experienced supervisor.
6. There are resources, equipment and facilities provided by the internship host that support learning objectives/goals.

Student Name:

Phone:

Major:

GPA:

Year of Graduation:

Student ID#:

Email:

Address during internship:

City:

State:

Zip:

INTERNSHIP PROPOSAL

Consult with your agency supervisor and faculty sponsor to identify your site and academic responsibilities. **The proposal is typically 2 or 3 pages** and must address the following five components of your internship. It should be **typed in essay format with corresponding answers under each question**. This 5-part proposal will be submitted to Dr. Brabham and must be approved before a student moves on to the application and the obtainment of signatures/approvals by the student, site supervisor, and faculty supervisor in EXSS. **(once your proposal is approved, you will be sent the internship application document)**

The proposal has five components:

1. **Name** of the agency/organization and geographic location, (city, state, and zip code)
(If you have several agencies/organizations that are possibilities...please list them all. If job internship responsibilities not similar across agencies, then those need to be listed for each one as well)
2. A **description** of the agency/organization and the department in which you will work. (this should include a history of the agency/organization, founding members, their mission and vision, locations, hours, etc.)
3. **Specific Tasks:** Please provide as much detail as possible when discussing your responsibilities and/or special projects. What individual activities will you engage in? (this should not be a bulleted list. You should include tasks you will complete, projects, duties, in narrative.
4. **Preparation:** List all relevant courses, completed or in process, and/or extracurricular /work experience that have prepared you for this internship. Identify the learning you expect will take place in your internship, discuss skills you will develop, theories you will apply, and/or knowledge you hope to gain.
5. **Connection to Career:** Discuss how the specific tasks outlined above will prepare you to transition to the career of interest in which you want to pursue. The preparation for a job and/or future job should be the key component of internship selection, so essentially discuss why the proposed internship will make you a more attractive future job applicant because of the experience that you will gain during this internship.

DEADLINES to Submit Proposal/Application:

October 15—for Spring application/proposal

March 15—for Summer application/proposal

June 15—for Fall application/proposal

****Late proposal submissions will not be accepted****

Submit completed proposal to Dr. Brabham at bbrabham@umhb.edu