

Name _____

Summer Internship Proposal

Directions: Fill out this proposal to inform the Affinities Coordinator of your plans for the summer. He or she will contact your proposed sponsor to confirm this information and let you know if your proposal has been accepted or needs revision.

Name of business or organization _____

Name of contact person (sponsor) _____

Contact person's phone number or email _____

Date of contact _____

Please notify your sponsor that the Affinities Coordinator will be calling or emailing to confirm the dates and terms of this internship, and to give him or her more details about expectations and feedback.

Solicit and record the following information from your contact person at your proposed summer internship:

1. What type of work occurs in the business or organization?
2. What type of work will you be doing?
3. What might you do on a typical day?
4. When will your two-week internship take place?

Answer these questions personally:

1. How does this internship relate to your career research you did in your Affinities class?
2. How does this internship play to your strengths?
3. What do you hope to get out of this internship?
4. What is one goal you have for this internship?