

Internship/PWE Proposal Form

Name: _____ Date: _____

Major/Concentration: _____ Year: _____

Please submit the following:

- Current résumé (signed off by Career Services/LSB Representative Team)
- Elon University Degree Audit
- Elon University Experiential Education Registration Form/Contract

**SUBMIT THIS COMPLETED SHEET AND
THE DOCUMENTS LISTED ABOVE
BEFORE YOU START YOUR INTERNSHIP EXPERIENCE.**

- Proposed Outcomes of the internship (see next page)

Proposed Internship Agency
(Be specific and accurate)

Company: _____

Company Internship Supervisor: _____

Street

City

State

Zip

Telephone

Email

Proposed Outcomes of the internship

Your proposal will be a collaborative effort between you and your supervisor. It is due within two weeks after you start your internship. Using a memo format addressed to the LSB Internship Coordinator, describe three to four objectives you would like to accomplish.

What are the objectives of your internship, or what do you expect as an outcome? Include goals related to skills development (e.g., decision making, project management, computer applications, and communication skills) as well as goals related to personal and interpersonal development (e.g., time management, team building, dealing with diversity, ethics).

How will this internship contribute to your education and/or professional development?

Note: you will need to refer back to these objectives each week during your internship to track your progress and/or edit as needed when submitting your weekly journal.

Your proposed outcomes memo will require the signature of your supervisor.

Include your supervisor's name, contact information and your start-end date at the end of your memo.

Scan, fax, hand-deliver or mail your signed proposal to the LSB Internship Coordinator.

Note: This will be included as an assignment on Blackboard and tracked by the LSB Internship Coordinator.

Keep a copy for your records!