

## Internship Proposal Agreement

### Student information

Student name: \_\_\_\_\_ Panther ID: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Grade Level: \_\_\_\_\_

### Time Schedule

Semester: \_\_\_\_\_ Year: \_\_\_\_\_  
Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
Hours per week: \_\_\_\_\_ # of credits: \_\_\_\_\_

### Internship Location

Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Internship Supervisor Name: \_\_\_\_\_  
Internship Supervisor Title: \_\_\_\_\_

### Type of Organization

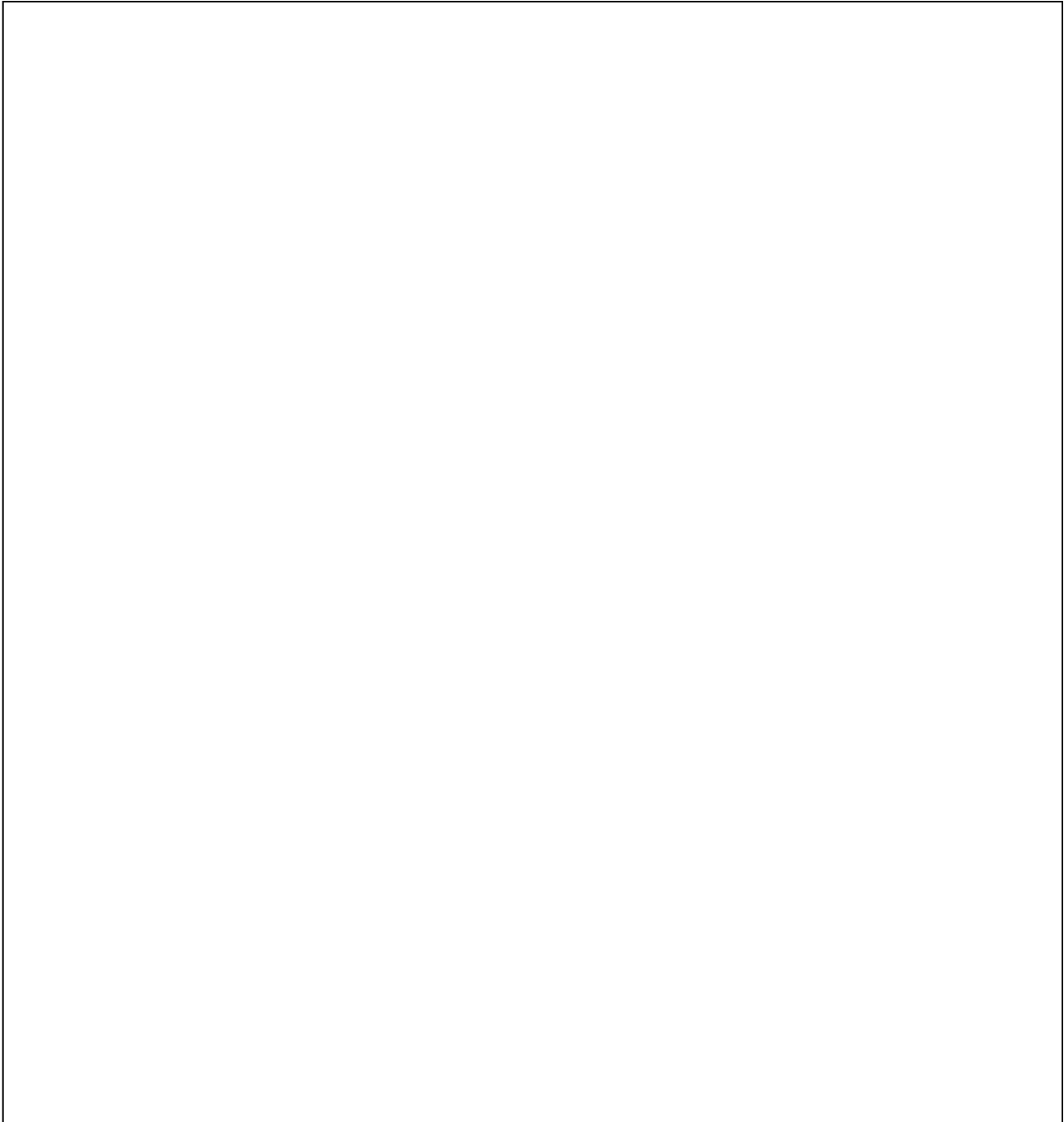
Government \_\_\_\_\_ Nonprofit \_\_\_\_\_ Education \_\_\_\_\_ Other \_\_\_\_\_

### Type of Internship

Paid \_\_\_\_\_ Unpaid \_\_\_\_\_

## **Assignment Nature**

In this section, the intern should describe the mission of the placement organizations, its clients, and its structure. The intern should also attach a detailed job description and explain where the internship position falls in the organization. This section should be about 1-page long.



### **Assignment Relevance**

In this section, the intern should provide an explanation of how the nature of the internship relates to the field of public administration and what was covered to-date in the curriculum. This section should be about ½ page long.

### **Internship Objectives**

In this section, the intern should explain his/her career development goals for this internship. This section should be about ½ page long.

## Required Signatures

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Student	Signature	Date
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Internship Supervisor	Signature	Date
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Internship Faculty Supervisor	Signature	Date
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