

Internship Proposal Guidelines

Name (Student ID#):

Email:

Phone:

Major:

Class standing:

Internship supervisor/contact info (phone & email):

Internship institution/location:

UCA Faculty Advisor:

Credit Hours Requested: (specify if request is for elective or upper division hours)

Internship Duration (#hrs/week, # of weeks):

Applying for: FALL (deadline Aug 1) SPRING (deadline Dec 1) SUMMER (deadline Apr 15)

Objectives

Clearly state the objectives and/or purpose for participating in this internship. Demonstrate that the experience will provide rigorous learning opportunities that cannot be obtained in a listed Biology course.

Description

Provide a full description of the type of internship, how it will be set up, how a typical day might go in terms of your active role. You must clearly demonstrate the experience you will receive extends beyond shadowing or observation. Also include a description of how you will accomplish your objectives.

Educational Benefits

Describe what you will gain from the internship that cannot be obtained from a classroom/course experience. Describe how the internship will help you obtain your career goals.

Assessment

This is a crucial part of your proposal! Describe how your performance will be assessed/evaluated by both your on-site supervisor as well as your UCA faculty advisor (the person who will be assigning a grade). If you have multiple objectives, be sure that each can be assessed. Work with your UCA advisor or schedule an appointment with the chair of the Biology Dept. Internship Committee to provide a detailed explanation. Potential tools for assessment: (1) Journal or regularly submitted progress reports, (2) written paper such as research paper or case study, with documentation/literature cited, (3) professional exam (such as Certified Dental Asst. Exam), (4) internship portfolio, or (5) be creative and develop your own assessment tool in collaboration with your supervisor and UCA advisor. You will also be expected to give a short 10-15 min presentation at an end-of-semester Internship Seminar.

Student Signature

Date

Internship Supervisor Signature

Date

UCA Internship Advisor Signature

Date