

SAMPLE INTERN PROPOSAL

STUDENT'S NAME

PERMANENT ADDRESS
TELEPHONE

CAMPUS ADDRESS
TELEPHONE
E-MAIL ADDRESS

COMPANY NAME
ADDRESS
TELEPHONE

I. The Internship

This summer, I will be working at (Name of Company) as _____
My responsibilities will consist of the following.

Sample statement of responsibilities (taken from previous internship proposals)

1. I will be developing and implementing new employee and temporary employee orientation.
2. I will be assisting in the recruitment and interviewing of new employees.
3. I will also be in charge of developing questions and scripts for interviews.
4. I will communicate with members of the association telling them of upcoming conventions and will communicate with all the hotels Minneapolis about future conventions.
5. Assist with the training of new employees and monitor their progress.
6. I will talk with customers on a daily basis to inform them of finished orders and arrange to have the products picked up or delivered.
7. I will follow up on calls of unanswered questions and log responses of the customer on the customer-help-form.
8. I will communicate with vendors about problems with their products or literatures.
9. My primary task will be to promote KDWB by attending fairs, events, and charities with the KDWB crew.
10. I will communicate with the distribution companies in Kansas City, Iowa, and the Twin Cities to decide the best distribution route for Kansas City Chiefs Brochures.
11. I will contact and arrange Kansas City Chiefs camp visit for Senior Citizens and Youth groups. I will act as camp host and tour guide on these days.
12. Assist in planning community affair events, giving oral direction to participants, and reporting progress and results to supervisors.
13. I will orally communicate with department managers to verify technical information to be included in customer service letter.

Approximately ____ (75%) of my time will be spent in oral communication, either over the phone or in person. The remaining ____ (25%) of my time will be spent working on the

computer, processing claims, and general business correspondences. Because so much of my time will be spent communicating, I feel this job should satisfy the requirements of the business communication internship.

II. Academic Record

Status: Senior
Major: Speech Communication (Business Communication Emphasis)
Minor: Business Administration

Courses that relate to the internship:

- A. Fundamentals of Oral Communication
- B. Business and Professional Communication
- C. Listening
- IP Nonverbal
- IP Organization Communication
- IP Human Resource Management
- IP Business Writing
- A Microcomputer Applications

III. Time Involved

The internship will begin on _____ and end _____ (beginning and ending dates).
During this time I will be working 40 hours weeks and commuting between our three office locations. The hours spent at our main office are those, which will count toward my internship.

IV. Credits

I would like to receive 3 credits for my internship to be applied to major/minor (specify emphasis).

V. Expected Income

I expect to receive eight dollars per hour

VI. Supervision and Evaluation

My work supervisor will be Jane/John Doe (telephone #) who is head office manager at_____.
My internship advisor will be Ronald Snell/Barbara Werner (name of intern advisor). During this time, I will meet with Jane/John Doe and Dr. Snell/Dr. Werner to discuss my performance. to discuss my performance. At the end of my internship I will write a paper critiquing my own performance, emphasizing my communication skills.

Student _____

Work Supervisor _____

Internship Advisor _____

Department Chairperson _____