Graduate Business Studies Internship Proposal

Lumpkin College of Business and Applied Sciences, Eastern Illinois University

Complete this Internship Proposal in consultation with your Internship Site Supervisor, the MBA Program Coordinator, and the School of Business Chair. You may attach additional sheets, including any information provided by the Internship Organization.

The Internship Proposal and Internship Learning Agreement should be signed by you and the Site Supervisor and approved by the MBA Program Coordinator and the School of Business Chair by mid-term of the semester prior to which you will begin the internship.

Student Information

Name ____________________________________________________________________________________

Permanent Address __________________________________________________________________________

Address During Internship ____________________________________________________________________

Phone ____________________ Email __________________________________________________________

Internship Organization Identification

Organization Name __________________________________________________________________________

Address/City/State/Zip ______________________________________________________________________

Type of Business ___________________________ Website Address ___________________________________

Internship Information

Start Date _____________ End Date _____________ # of hrs/week (120 total) ______ Salary ______________

Site Supervisor ______________________________ Title ______________________ Dept. _______________

Supervisor's Email ___________________________ Phone __________________ Fax __________________

Internship Job Description

Describe/list the responsibilities and duties of the internship, including any special projects for which you will be responsible. (Attach additional sheets if necessary.)

Relation to Your Program of Studies

 Explain how the internship is related to your program of studies.
Internship Learning Objectives
You and your supervisor should identify three learning objectives and the internship activities/projects that will help you achieve those objectives. Each objective should describe a clear, measurable outcome that you are expected to achieve by the completion of your internship.

Internship Learning Objective #1:

Specific Activities/Projects related to Learning Objective #1:

Internship Learning Objective #2:

Specific Activities/Projects related to Learning Objective #2:

Internship Learning Objective #3:

Specific Activities/Projects related to Learning Objective #3:
Intern

1. I agree to complete the internship with ________________________________ as described on the Internship Proposal during the ____________ semester.
2. I agree to complete and submit the Internship Portfolio (as described in “Internship Portfolio Instructions”) to the MBA Coordinator, including the following:
   - Two progress reports
   - Three analytical reports
   - Midterm Evaluation
   - Final Evaluation
   - Final Internship Report

_________________________________________   _________________
Student’s signature         Date

Site Supervisor

1. I agree to the terms of the internship as described on the Internship Proposal and agree to act as Internship Site Supervisor.
2. I agree to complete and submit a Midterm Evaluation and a Final Evaluation.

__________________________________________   __________________
Site Supervisor’s signature        Date

MBA Coordinator

1. The Internship Proposal and Learning Agreement are approved by the MBA Program Coordinator.
2. The student is authorized to register for enrollment in MBA 5980. Upon successful completion of the internship based on the reports submitted, the student will receive 3 hours of elective credit in the MBA Program.

___________________________________________   ___________________
MBA Coordinator’s signature       Date

School of Business Chair

The Chair of the School of Business approves this Internship Proposal.

☐ If this project will result in a faculty assignment overload during the regular semester, or if it will be held in the summer semester, the Chair has consulted with the Dean to gain approval for the faculty overload.

__________________________________    __________________
School of Business Chair’s signature     Date