



## **School of Business Internship Proposal**

Eastern Illinois University

- 1. Complete this Internship Proposal in consultation with your Internship Supervisor.
  - The Internship Proposal should be typed.
- 2. Complete the Undergraduate Internship Agreement Form.
- 3. Submit both forms to the Internship Coordinator prior to the start of the internship.

<b>Student Information</b>		
Name	E-Number	Major
Hours Completed Toward Graduation	Expected Graduation Date: Month/Year	Academic Advisor
Phone Number	E-mail address	

<b>Internship Site Information</b>	
Name of Internship Organization	
Street Address, City, State, Zip	
Type of Business/Organization	Website Address

<b>Internship Supervisor Information</b>	
Supervisor's Name	Title
Area/Department	E-mail Address
Phone Number	Fax Number

Name	E-Number

**Internship Description**

Starting Date	Ending Date	Number of Hours per Week	Wages per Hour

**Internship Position Description**

Describe/list the responsibilities and duties of the internship, including any special project for which you will be responsible.

**Relation to Your Major**

Explain how the internship is related to your major.

## Internship Learning Objectives

Name	E-Number
<b>Internship Learning Objectives</b> <ul style="list-style-type: none"><li>• You and your supervisor should identify three learning objectives as well as the internship activities/projects that will help you achieve those objectives.</li><li>• Each objective should describe a clear, measurable outcome that you are expected to achieve by the completion of your internship.</li></ul>	
<b>Internship Learning Objective #1</b>	
<b>Objective #1: Specific Related Activities/Projects</b>	
<b>Internship Learning Objective #2</b>	
<b>Learning Objective #2: Specific Related Activities/Projects</b>	
<b>Internship Learning Objective #3</b>	
<b>Learning Objective #3: Specific Related Activities/Projects</b>	

<b>Intern</b>	
Name	E-Number
Name of Internship Organization	
<ol style="list-style-type: none"> <li>1. I agree to complete the internship as described in the Internship Proposal.</li> <li>2. I agree to complete and submit all assignments required by the School of Business.</li> <li>3. I request to be enrolled for the following number of hours of academic credit for this internship*:  <i>*You will be billed tuition &amp; fees for the hours in which you are enrolled and must work at least 40 hours at the internship for each hour of credit to be received.</i> </li> <li>4. I request to receive the following type of academic credit:</li> </ol>	
Signature	Date

<b>Internship Supervisor</b>		
<ol style="list-style-type: none"> <li>1. I agree to the terms of the internship as described on the Internship Proposal and agree to act as Supervisor for this internship.</li> <li>2. I agree to complete a Midterm Evaluation and Final Evaluation for this intern to be provided to the Eastern Illinois University School of Business.</li> </ol>		
Supervisor's Printed Name	Supervisor's Signature	Date

<b>EIU School of Business</b>	
<ol style="list-style-type: none"> <li>1. The internship experience described in the Internship Proposal is approved by the School of Business as appropriate for academic credit.</li> <li>2. The student is approved to be registered for enrollment in:</li> </ol>	
Internship Coordinator's Signature	Date
Chair or Associate Chair's Signature	Date

The Undergraduate Internship Agreement Form must be completed and submitted along with the School of Business Internship Proposal.