

JI MC 499 Proposal Worksheet

Internship Information

- Student Name: _____
- Internship Title or Position: _____
- Start Date: _____
- Estimated Mid-Date (200 Hours): _____
- Estimated End Date: _____

Student Contact Information During Internship

- Address: _____
- Phone: _____

Student Information

- Total earned credits before submitting Pre-Approval form: _____
- Total expected credits completed by start of internship: _____

Detailed Description of Internship

- Employing Company: _____
- Company Address: _____
- Supervisor Name: _____
- Supervisor Title: _____
- Supervisor E-mail: _____
- Supervisor Phone: _____
- Total Hours & Hours per Week: _____
- Paid or Unpaid: _____
- Amount (if paid): _____

Professional Goals

- State how you hope this internship will affect or change you as an individual.

Skills to Improve

- Select at least four specific skills that you can learn or improve upon through your internship (i.e. editing, publication design).

Goals and Projects

- Select at least four specific projects you plan to accomplish during your internship (i.e. write 10 news releases).

Note: Also be prepared to submit a text only version of your resume.