

## Internship for Credit Proposal

Save as "Last, First-IFC-Proposal" as a PDF and submit to [osaa@skidmore.edu](mailto:osaa@skidmore.edu)

### Academic and experiential content of the proposed internship

Please provide a specific description of the activities and responsibilities of the internship. A description is typically no more than one-page of typed text. Include your name and date at the top of the sheet. The description should also indicate how the internship will enhance your liberal arts education. No vague or poorly written proposals will be accepted. Please provide a copy of your proposal to your faculty sponsor and on-site supervisor.

### ***Please do the following in designing the proposal:***

Contact a prospective on-site supervisor and, with the help of the faculty sponsor and the on-site supervisor, design a proposal that will promote direct involvement in the occupational, creative, or research field of the internship.

1. Include your full name, faculty sponsor, Supervisor, Supervisor's Title, and the Organization as a heading.
2. Define exactly what you will be doing as an intern.
3. Specify goals and objectives and how your background and responsibilities will help fulfill these objectives.
4. Specify how much and by what means communication will occur with your faculty sponsor during the internship (remember that a mid-point written communication between the sponsor and the student is required).
5. Indicate how the internship will be integrated with a liberal arts education and how it will contribute to intellectual and personal growth.
6. Describe the exhibit, project, term paper, or other materials that will be presented to the faculty sponsor for evaluation of the completed internship. This material will usually include some expository writing. The amount of the assigned coursework should be commensurate with the number of credit hours for the internship.

Please refer to the internship Guidelines page and the sample student proposal for more information.