<u>Internship Proposal</u>

Proposal is due the semester prior to beginning the internship. The

allowing you to apply knowledge and skills gained during the program. The internship must be focused and consist of defined tasks with concrete products and accomplishments that can be documented and shared with your committee. The internship must be a cohesive, well-defined task, not a combination of numerous different assignments. This internship may not be part of your regular job tasks and responsibilities.

A draft of your proposal must be submitted to your major professor for review. All internships will be approved by your master's advisor, committee members, and the IDD internship coordinator using the Master's Internship Proposal Cover Sheet included below. A signed copy of the approved internship proposal will be filed in the Professional Studies

(Rev. 3/17/2017)

After the internship is completed you must submit a notebook with documentation of work completed during the internship to the IDD Internship Coordinator. Use a standard white 3-ring notebook binder with clear overlays. Do not put the inside pages in plastic sleeves. In the binder include:

1. Master's Internship Documentation Cover Sheet signed by your advisor and the IDD internship coordinator.
2. Work Samples, product, URL, etc
3. Time Log - filled in by you and signed by supervisor
4. Evaluation of your supervisor and internship experience (will not be seen by supervisor)
5. Short narrative from Supervisor (on letterhead) confirming successful completion of internship
6. Narrative summary of activities: For example, but not limited to
   What went well
   What unexpected problems occurred
   What you would do differently next time
   The major knowledge and skills you gained and how they directly relate to IDD
   Things you encountered that you

Date _____

J# _____

Student Name _____ Phone _____ email _____

Organization working with _____ Start date _____ End date _____

Direct Supervisor _____ Phone _____ email _____

Internship Description (150 words maximum)