

# 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.

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### Student Information

Name \_\_\_\_\_

Permanent Address \_\_\_\_\_

Address During Internship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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### Internship Organization Identification

Organization Name \_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_

Type of Business \_\_\_\_\_ Website Address \_\_\_\_\_

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### Internship Information

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ # of hrs/week (120 total) \_\_\_\_\_ Salary \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Title \_\_\_\_\_ Dept. \_\_\_\_\_

Supervisor's Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

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### 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:**

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**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

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**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

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**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

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**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