

# Internship Proposal

## A Contract for Sponsors, Interns, and Faculty

Department of English & Linguistics  
Indiana University—Purdue University Fort Wayne



To help sponsoring organizations and interns benefit as much as possible from the internship experience, we are asking that a representative of the sponsoring organization (usually the intern's writing mentor or project manager) and the intern fill out this form at the time the sponsoring organization offers an internship or full-time job and the intern accepts it. The intern must send a copy of the signed document to his or her faculty supervisor.

### I. The Sponsoring Organization

Name of the sponsoring organization:

Address and telephone number of sponsoring organization:

**II. Mentoring for the Intern**

Name, title, and contact information for intern's mentor:

**III. The Sponsoring Organization's Work and the Intern's Responsibilities**

Nature of the sponsoring organization's work:

Description of several projects that will be assigned to the intern during the internship.

The beginning and ending dates of the internship:

**IV. Assurances from the Sponsoring Organization (SO)**

Signature (below) of the internship mentor indicates agreement on the following six issues:

- The SO's mentor will meet weekly with the intern to discuss the progress of the intern's work.
- The SO will allow the intern to share samples of his/her work with the committee and to present samples in the internship report.
- The SO will provide the intern with an appropriate orientation to the organization.
- The SO will evaluate the intern at the mid-point of the internship.
- The SO will evaluate the intern in writing at the end of the internship and later share this evaluation with the intern's faculty supervisor.

\_\_\_\_\_

(Please type or print name)

\_\_\_\_\_

(Signature)

Date: \_\_\_\_\_

**V. Assurances from Intern**

Signature (below) of the intern indicates agreement on the three following issues:

- That the work assigned for the internship period is consistent with my career goals.
- That I will perform the work specified in Item III.
- That I will maintain a weekly work log during the internship.

\_\_\_\_\_

(Please type or print name)

\_\_\_\_\_

(Signature)

Date: \_\_\_\_\_

**VI. Assurances from Faculty Supervisor**

Signature (below) of the Faculty Supervisor indicates agreement to consult with the Intern, to supervise the writing of the Internship Report, and to evaluate the work.

\_\_\_\_\_

(Please type or print name)

\_\_\_\_\_

(Signature)

Date: \_\_\_\_\_