PROPOSAL FOR INTERNSHIP

261 OR 461 CREDIT

THROUGH MARS HILL UNIVERSITY

Instructions for Internship Proposal Forms

- The internship form is to be completed by all students registering 261 or 461 Internships.
- Work with your faculty supervisor to fill out the Internship Proposal, as well as your learning goals and activities description.
- Make sure you obtain all the appropriate signatures.
- Make 3 copies of the completed proposal:
  - The original goes to your Faculty Supervisor;
  - one copy to Agency Supervisor;
  - one copy to Career Development office; and
  - one copy for your own records.

This Internship Proposal form is available on-line at www.MHU.edu/CAREER DEVELOPMENT (as of March 2014).
MARS HILL UNIVERSITY
INTERNSHIP PROGRAM
STUDENT INTERNSHIP APPLICATION

Personal Data

Name:___________________________________ Student ID #:____________________
Campus Box or Mailing Address:_____________________________________________
Phone:___________________________ email:_____________________________

Do you have any physical or psychological conditions that might limit the type of activities you can perform?  Yes ______ No ______  If so, please attach an explanation.

The number of internship hours for which you are applying: _______ (each credit hour requires 37.5 contact hours in the field, averaging 2.5 hours per week over 15 weeks, plus 6.25 discussion hours with the faculty supervisor).

S/U or Letter Grade:____

School Data

Semester of internship_________________________ Major____________________________
Course#_______________________ Department/Area________________________________

Organization Data

Name of organization: ___________________________________________________
Supervisor ______________________________________________________
Address ______________________________________________________________
Phone: ______________________ email_____________________________

Agency/Organization Supervisor’s signature________________________________________

Confidentiality in Research, Campus Work, and Professional internships

My faculty supervisor, _________________________________, has explained to me that confidentiality is critical to research, internships, community-based experiential education, and professional interaction with fellow students. The ethics of confidentiality require that an individual’s records will not be accessed without his or her permission, the permission of a legal guardian, or the permission of a designated professional. Ethical standards require that I never share confidential information associated with an individual, agency or organization without the permission of that individual, agency or organization. Confidentiality requires that sensitive information about an individual, agency or organization not be revealed without written permission. I promise not to discuss outside of a structured learning environment personal matters related to any client, individual or organization involved with my research or internship activity. I will not access any data or records without permission from my project supervisor. I will not discuss any sensitive data discovered during an internship experience or research project, or share research results without the written consent of my project supervisor.

__________________________________________ ______________________
Student Date

__________________________________________ ______________________
Faculty Supervisor Date