

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](http://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