

**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).

## Internships Learning Goals and Activities Description

Setting internship goals should be a collaborative process resulting in outcomes that meet the needs of the intern, the supervisor, and the sponsoring organization. Use the format below to discuss potential learning goals with your faculty advisor and your placement supervisor. Write out your goals and review them with your faculty advisor and supervisor. Also, work with your advisor and supervisor to establish a working plan describing the day-to-day activities that will help you reach your learning goals and will meet the needs of the organization. Your goals and activities plan must be signed by your advisor, your supervisor, and yourself.

### KNOWLEDGE GOALS

- General: *What general knowledge do you hope to gain about yourself or about the community? (Examples: you might learn about your career interests, or you might learn about a particular aspect of community life.)*
- Specific/Pre-Professional: *What specific knowledge do you hope to gain about this profession? (Examples: in a social work internship, you might learn about how welfare reform affects the clientele your agency serves, or if you are in a religion internship, you might learn the history of a church's ministry in the community.)*

### SKILLS GOALS

- General: *What general skills do you hope to gain from this experience? (Examples: time management skills, communication skills, team-building skills.)*
- Specific/Pre-Professional: *What specific skills do you hope to acquire from this experience? (Examples: if you are doing a business internship in a bank, you might learn how to process a loan, or if you are doing a biology internship in a health clinic, you might learn how to read an x-ray.)*

### VALUES GOALS

- *What are the values/attitudes that you hope will be shaped and deepened through this experience? (Examples: You might want to focus on the way courage is demonstrated at your site, or respect, or integrity.)*

### ACTIVITIES DESCRIPTION

- *What are the day-to-day activities you will engage in at this organization?*

### EVALUATION PLAN:

- *How will you assess and evaluate the work and the learning you do in your internship? The faculty advisor will work with the student to design an evaluation process for the internship. The evaluation may include journals, formal papers, interviews, oral presentations, etc. The intern's ability to achieve the learning goals and fulfill the expected activities will become the basis of the evaluation.*

Intern's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Agency Supervisor's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Supervisor's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Department  
Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

**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**