**{Insert Logo or Company Name}**

**Internship Proposal**

**Industrial Distribution Internship Position**

**Semester of Internship – Summer 20xx**

**Instructions:** Remove items in blue and replace with your content (in black). After completing the Internship Proposal, return to the student for review. The student will forward to the Career Center indicating their intent to pursue this experience for an academic internship. The Career Center will review and communicate approval of the position through the student.

**Student Contact Information**

Name
Email Address

Telephone Number

**Company Main Contact Person’s Information**

 Name

 Title

 Email

 Telephone

 Address

**Internship Details**

Fall and Spring semester internships must be at least 12 weeks in length.

Summer semester internships must be at least 10 weeks in length.

Projected Start Date - xxxxx

Projected End Date - xxxxx

Hourly wage and any additional benefits – xxxxx

Projected hours worked per week – xxxxx

**Company Information -** (Background, Scope of Business, Size, Location)

**Description / Purpose of Internship –**

Include the purpose of your internship and overall description.

**Learning Objectives or Milestones**

Select the appropriate boxes to indicate which components will be included in the internship.

[ ]  Inside sales

[ ]  Outside sales (would include spending at least 40 hours with outside sales)

[ ]  Operations

[ ]  Customer service / technical support

[ ]  Management

[ ]  Marketing

[ ]  Product and/or materials management

[ ]  Product training

**Overview of Experiences** -
Provide an overview of responsibilities and experiences. Include a timeline for the 12 weeks (may not be exact, but approximate amount of time spent in each area).

**Intern Project**

Our program requires a project. List possible projects (examples are in the Company Handbook) and how the project will be incorporated in the 12-week experience. Indicate what value/impact the project will have for the company and if the intern will present results to key individuals in the organization.

**Additional Experiences**

Indicate experiences that will be part of the internship that may not fit into the overview above such as:

* Lunch and learns or vendor presentations/meetings
* Visit / work with a customer onsite
* Work at another branch
* Visit corporate office
* Meet leadership of company
* Participating in branch meeting and sales team meetings

**AGREEMENT OF TERMS:** **I have read the student and employer policies below and agree to comply.**

