**{Insert Logo or Company Name}**

**Internship Proposal**

**Information Technology & Networking 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.

[ ]  Participating in management and/or team experiences related to the networking, systems, and/or technology field.

[ ]  Discussing or designing systems, networking, and/or telecommunication systems.

[ ]  Administering, troubleshooting, and/or maintaining the above-named systems.

[ ]  Researching, securing, configuring, and testing new networks, systems, and/or software.

[ ]  Managing relationships with contractors in installation or construction processes of new systems and networks.

[ ]  Assisting customers with systems, networks, and any related technology.

**Overview of Experiences** -
Include a timeline for the 12 weeks (may not be exact, but approximate amount of time in each area).

Indicate departments and/or positions the intern will be working in/with and the purpose of that time spent (or purpose of that area). Examples might include: Help Desk, Servers/Systems, Network, Voice/Telecom, and Installer/Wiring.

**Intern Project**

Indicate 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:

* Visit / work with a customer onsite
* Meet leadership of company
* Weekly meetings with supervisor and mentor
* Participation in team meetings or project meetings

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

