**{Insert Logo or Company Name}**

**Internship Proposal**

**Aviation 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**

Indicate the type of Aviation Internship (Professional Pilot or Aviation Management) and indicate the objectives of the internship.

**Professional Pilot**

Apply knowledge of FAA regulations, weather, air and radio navigation, flight safety and emergency procedures to commercial flight.

Work in an environment requiring knowledge of the privileges and limitations on the holder of a Commercial Pilot Certificate.

Teach aviation concepts to flight students through ground instruction and/or flight instruction.

Apply knowledge of aerodynamics, aircraft systems, and aviation safety.

**Aviation Management** (multiple areas can be covered in the internship or a focus in one area)

**Airport Management**

Understand airport operations and the airway system.

Understand the regulatory issues affecting airport planning, development, and operations.

Understand current trends and future forecasts that will impact airports and the airway system.

Understand the integration of accounting, management, and marketing in the daily operating activities of an airport

Understand aircraft support activities conducted at an airport.

**Aviation Maintenance**

Apply knowledge of FAA regulations and aviation safety to maintenance activities.

Act as an FAA certificated A&P mechanic’s apprentice.

Learn aviation maintenance management planning to include inspection and maintenance prioritization.

Assist in aircraft maintenance activities to include preventative, unscheduled, and scheduled maintenance.

**Aviation Management**

Gain an understanding of statues, acts, federal regulations, and common law aviation issues.

Work in the aviation industry to receive the following experiences:

Aviation business development or policy review.

Aviation human resources, finance, sales and marketing, or customer service.

Airline operations security, passenger movement, or cargo logistics.

Aviation industry environmental policies or corporate social responsibility.

**Flight/Aircraft Dispatch**

Coordinate with airport authority to tow onto the flightline and into the hangar in order to support flight operations.

Ensure aircraft have appropriate fuel load prior to flight and coordinate with airport authority for fueling and defueling operations.

Responsible for issuing necessary information for the safety of the flight.

Become thoroughly familiar with weather conditions prior to releasing a flight.

Provide the PIC with information affecting the safety of flight.

Release Aircraft for flight and attest to the belief that a flight can be made safely.

Ensure aircrew have completed weight and balance calculations prior to flight and have a plan to operate within the aircraft envelope.

Responsible for cancelling or redispatching a flight if, in his opinion or the opinion of the pilot in command, the flight cannot operate or continue to operate safely as planned or released.

Coordinate with Chief Flight Instructor, Assistant Chief Flight Instructor, and FAA Certificated mechanics to plan scheduled and unscheduled maintenance activities.

**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).

**Projects**

Projects the intern will be assigned, if known. If not definite, provide possible examples.

**Additional Experiences**

Indicate experiences of the internship that were not included above. Examples might include:

* Weekly review with assigned supervisor
* Airport safety or security exercises, flight operations trips, or aircraft ferrying
* Training and development opportunities for interns

A document with text on it

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

