**{Insert Logo or Company Name}**

**Internship Proposal**

**Management 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 Numbe

**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**

Internships in management expose students to the functions of a manager including planning, organizing, leading, and controlling. Administrative strategies and policies are to be explored including strategic planning, vision and goal setting.

Indicate which of the following management areas will be the focus for this internship (select boxes).

**Human Resource Functions**

Recruitment, selection, and placement

Training, development, and performance management including grievances

Compensation and benefits

Equal opportunity, policies, and the legal environment

Strategic implication of HRM and its relationship with other organizational functional areas

**Operations Functions**

Systematic design, operation, control, and improvement of business processes to achieve organizational goals and create economic value.

Quality management and/or statistical process control or continuous improvement; design of products, services

Project management

Forecasting, Capacity planning, Production Planning, Sales & Operations Planning, Materials Requirement Planning, Scheduling

Supply Management, Supplier Relationship management, Strategic Sourcing, Global Sourcing

**Marketing Functions**

Involved in the transaction and organized exchange of goods and services, including sales

Strategies connected with developing, pricing, promoting, and distributing goods and/or services.

**Entrepreneurship and/or Innovation Functions**

Resourcing/networking – securing resources, suppliers, partners for new initiatives

Feasibility – collecting information about, evaluating, communicating, and analyzing new initiatives

Innovating/initiating – identifying, implementing and evaluating new technologies and processes, creativity/innovation, risk taking, problem solving, persistence, persuasion/influencing abilities, teamwork, information seeking/management

**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
* Company outings
* Training and development opportunities for interns

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

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