



Middle Georgia
State University

SCHOOL OF INFORMATION TECHNOLOGY

INTERNSHIP PROPOSAL

**Proposed Internship
in Information
Technology at**

Organization Name

Student Name

Semester/Year

Internship Contact Information

Student Name:	
Student I.D.:	
Student Email:	
Home Phone:	
Work Phone:	
Internship Organization Name:	
Mailing Address:	
Internship Supervisor:	
Internship Supervisor Phone:	
Internship Supervisor Email:	
Faculty Sponsor Name:	
Faculty Sponsor Phone:	
Faculty Sponsor Email:	

Internship Profile

IT Area(s)

(100-150 words) This section describes the IT area or areas in which the internship will occur. Depending upon the internship, this may be one or several areas. You should include enough detail to make it clear that you understand the nature of the work to which you have agreed and how it will benefit the internship organization.

Scope of Internship Effort

Activities:

This section should be an itemized list of the activities in which you will engage in the course of your internship. It should be highly representative of the internship work expected. Be sure that each item in the list is described in enough detail for the instructor to understand how this work relates to IT. If a job or role description has been provided then it can be used as the outline for this section.

Estimated Hours:

Finally, at the top level (the activity level) provide the estimated hours that you anticipate spending on each activity. Do this by listing each activity number, its short title, and indicate the number of hours that you believe will be spent on each.

End Results:

If your activities will result in a specific end result (build a web site, install a whole department's computers, etc.), then list the things that you expect to accomplish. This section should be an itemized list of the things you expect to accomplish. It does not have to be exhaustive; but it should be representative of the internship achievements expected under each activity.

Relationship to Your Education and Career Goals

(100-150 words) This section explains how the experience you will gain through this internship will help you achieve your education and career goals. Focus on your areas(s) of expertise and how some of the IT courses you've taken will help you complete this internship.