

INTERNSHIP PROPOSAL

SUBMIT TO INTERNSHIP COORDINATOR BEFORE YOU ACCEPT THE POSITION

Include the following information at the top of your proposal:

Name:

Potential Internship Site:

Area of Internship: (i.e. audio engineering, art administration, marketing, ticketing, etc.)

Internship Semester:

Proposal Requirements:

Please submit a 1-page proposal (typed, single-spaced, 1-inch margins) that includes the following: 1) a brief background of the company/organization for which you hope to intern, 2) a summary of potential duties, and 3) an explanation of how this internship will supplement your previous academic coursework and help you achieve your career objectives.