

Alfred University

McComsey Career Development Center Experiential Education Program

Internship Proposal

BUSI 485

Alfred University's Career Development Center and School of Business Internship Program encourages active and practical learning outside of the classroom. You will have opportunities to reflect on what you learn in the internship through the **Bi-weekly Report** and the **Final Learning Report**. In addition, you will have the opportunity to be evaluated (midpoint and final) by your site supervisor, allowing you to gain valuable insight for future growth as a result.

Please check all that apply Summer Internship Spring Internship Fall Internship Year: _____

Please Print

Your Name (Last, First)		Student ID #	Academic Major/Concentration/Overall Current GPA	
Permanent Mailing Address		Email Address	Telephone Number	
Campus Mailing Address		Campus Number	Cell Phone Number	

Internship Site

Company Name	_____
Site Supervisor Name/Title	_____
Mailing Address	_____
Telephone/Fax/Email	_____

Internship Dates	Beginning _____	Ending _____
	(mm/dd/yyyy)	(mm/dd/yyyy)

Hours/Week	Salary	Academic Credit	<input type="checkbox"/> Yes <input type="checkbox"/> No	# of Credits _____	Semester these credits will be applied
_____	_____	_____			

Duties & Responsibilities (List below or attach job description)

According to the Social Change Model, leadership is viewed as a process rather than as a position. Participatory leadership, such as an internship, enhances student learning and development. This model is designed to enhance the development of leadership qualities; valuing self-knowledge, personal empowerment, collaboration and citizenship to foster positive social change. Please reflect on the core values (7 C's) of the Social Change Model listed below prior to starting your internship experience.

Individual	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. Consciousness of Self: I am fully aware of the beliefs, values, attitudes, and emotions that motivate me to take action.	1	2	3	4	5
2. Congruence: I am seen as a person of integrity. I think, feel, and behave with consistency, genuineness, authenticity, and honesty.	1	2	3	4	5
3. Commitment: I am persistent in carrying out my goals.	1	2	3	4	5
Group	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
4. Collaboration: I am able to easily work with others in a common effort; sharing responsibility, authority and accountability. I am able to trust and be trusted by the people with whom I work.	1	2	3	4	5
5. Common Purpose: I am able to work with and support the shared aims and values. It facilitates the group's ability to engage in collective analysis of the issues at hand and the task to be undertaken.	1	2	3	4	5
6. Controversy with Civility: I recognize that differences in viewpoint are inevitable and valuable and that such differences must be aired openly but with civility, respect and courtesy.	1	2	3	4	5
Community	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
7. Citizenship: To be a good citizen is to work for positive change on the behalf of others and the community. I believe I have a civic responsibility to the greater public.	1	2	3	4	5
Change is the ultimate goal of the creative process of leadership. It gives meaning and purpose to the 7 C's.	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
8. Change: I have the ability to adapt to environments and situations that are constantly evolving, while maintaining the core functions of the group.	1	2	3	4	5

Additional Comments:

By signing below, I accept this assignment and will put forth my best effort to achieve a satisfactory work experience. I have read and understand the School of Business Internship Guidelines. I am aware that I am required to submit the following written assignments to the Internship/Co-op Coordinator of Career Development in order to receive academic credit:

- a. Completed internship proposal
- b. Bi-weekly reports
- c. Copy of Thank you letter sent to site supervisor
- d. Final report (summary and response to 19 questions)

I authorize the release of information (e.g. GPA, transcript) to prospective employers for the purpose of arranging an internship. I authorize the release of information regarding my internship experience (e.g. final learning reports & evaluations) to employers, Alfred University Faculty/Staff members, parents or guardian(s), spouse, and other recipients.

Student Signature

Today's Date

I accept responsibility for my part in this internship as described in the School of Business Internship Guidelines. I have reviewed and approve of this experience as described above.

Internship Supervisor Signature

Today's Date

Internship/Co-op Coordinator, Career Development Center Signature

Today's Date

Faculty Advisor Signature

Today's Date

FOR OFFICE USE ONLY

- Entered into Career Office Entered into Database Contacted Site Supervisor
- Copied/Sent to Advisor Date Sent: _____
- Site Visit Required Date: _____

Site Visit Notes/Comments
