

# MARLBORO COLLEGE

## INTERNSHIP PROPOSAL FORM

### *Application To Earn Credit For An Internship*

---

*An internship is defined as an experiential opportunity connected to a student's field of study and is linked to an internship tutorial with papers or projects that document learning. Internships will be identified as such on the student's transcript.*

*Credit for internships is only granted through internship tutorials as determined in collaboration with the faculty sponsor, not only for the hours spent in the field. Credit for internships is typically available for SO2s through SR2s and for up to 8 credits over the student's career at Marlboro.*

*Students must submit the **Internship Proposal Form** during registration which will outline the learning outcomes of the internship, the type of duties that will be performed at the site and how the internship experience will be evaluated.*

*Faculty are encouraged to visit with site supervisors to discuss expectations, scope of work and time commitments. Feedback from organization/sponsor should be solicited as part of the grading process. The Office of Career Development is available to assist with any contact with the site placements.*

**This form must be submitted to the Registrar by the deadline for Final Course Registration.**

---

**Name:** \_\_\_\_\_ **Class Standing:** \_\_\_\_\_

**Internship:** \_\_\_\_\_

**Internship Organization Or Sponsor:** \_\_\_\_\_

**Internship Contact Person:** \_\_\_\_\_  
(Name) (Phone Number or Email)

**Dates of Internship:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Credits Requested:** \_\_\_\_\_ **Faculty Sponsor:** \_\_\_\_\_

---

### INTERNSHIP PROPOSAL

*Please attach your proposal to this form. It should include the following:*

#### **What Is The Internship?**

Write a thorough description of the internship, the organization or sponsor you will be working for, and a list of duties you will be expected to perform. Please provide the length of the internship, how many hours you will be working, and any other relevant information.

#### **What Will You Learn?**

Include an explanation of what you hope to learn from the internship and how this will fit in with your studies at Marlboro and support your Plan work. What specific skills are you hoping to develop?

#### **How Will You Evaluate Your Learning?**

Describe the ways you will evaluate and document what you have learned from the internship. What type of assignments will you be completing for the tutorial during the internship? How will you demonstrate your new skills and knowledge by the end of the semester?

**PLEASE SEE OTHER SIDE**

**INTERNSHIP TUTORIAL DESCRIPTION**

Marlboro College grants credit for internships only through an internship tutorial with a Marlboro faculty member.

**Please write a short description of the tutorial below AND submit a tutorial description online at [nook.marlboro.edu](http://nook.marlboro.edu) when course registration opens. You must do both in order to be registered.**

**Title Of Tutorial:** \_\_\_\_\_ **Course Field:** \_\_\_\_\_

**Credits:** \_\_\_\_\_ **Level:**  **Introductory**  **Intermediate**  **Advanced**

**Tutorial Description:**

**Tutorial Request has been submitted online:**      **YES**                      **NOT YET**

---

**Internship Proposal Application Approved by** \_\_\_\_\_  
**(Faculty Signature)**

**PLEASE SUBMIT THIS FORM TO THE REGISTRAR  
BY THE DEADLINE FOR FINAL COURSE REGISTRATION.**