Internship Proposal

Alfred University’s Career Development Center and Communication Studies Internship Program encourage 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 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 ____________________________

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 ☐ Yes ☐ No # of Credits ______

Duties & Responsibilities

________________________________

________________________________

________________________________

Learning Objectives (List 3 that intern will accomplish during the internship)

1.

2.

3.
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

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<thead>
<tr>
<th></th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Consciousness of Self</strong>: I am fully aware of the beliefs, values, attitudes, and emotions that motivate me to take action.</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>2. <strong>Congruence</strong>: I am seen as a person of integrity. I think, feel, and behave with consistency, genuineness, authenticity, and honesty.</td>
<td>1</td>
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<tr>
<td>3. <strong>Commitment</strong>: I am persistent in carrying out my goals.</td>
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### Group

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<tr>
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<tr>
<td>4. <strong>Collaboration</strong>: 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.</td>
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<tr>
<td>5. <strong>Common Purpose</strong>: 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.</td>
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<td>6. <strong>Controversy with Civility</strong>: I recognize that differences in viewpoint are inevitable and valuable and that such differences must be aired openly but with civility, respect and courtesy.</td>
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### Community

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<tr>
<td>7. <strong>Citizenship</strong>: 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.</td>
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**Change is the ultimate goal of the creative process of leadership. It gives meaning and purpose to the 7 C’s.**

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<tr>
<td>8. <strong>Change</strong>: I have the ability to adapt to environments and situations that are constantly evolving, while maintaining the core functions of the group.</td>
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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 College 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.

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

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

__________________________  ______________________________
Internship Supervisor Signature                                      Today’s Date

__________________________  ______________________________
Internship/Co-op Coordinator, Career Development Center Signature, Jill Crandall
Today’s Date

__________________________  ______________________________
Faculty Advisor Signature (Dr. Robyn Goodman/Dr. Chad Harriss/Dr. Pam Schultz)
Today’s Date