THE PROJECT DESCRIPTION: TO BE COMPLETED BY YOU

At a minimum, proposals for internship credit must include a detailed statement outlining the objectives, expectations, and methods of evaluation for the internship. Therefore, your project description must be constructed in three parts.

**Part One:** Should address the specifics of your internship placement – the general nature of your duties and responsibilities, the amount of time you will be at the site, the role of your on-site supervisor, and your learning objectives to be gained from this experience. (See attached form to be completed by your on-site supervisor, signed and returned to J. Levato.)

**Part Two:** Should provide biographical information – what are your abilities, experiences, previous courses, etc., which have prepared you for the proposed internship. How does the proposed internship support your major, prepare you for future graduate/professional study, relate to career goals and etc.

**Part Three:** The academic component: see separate sheet describing your academic requirement.