Internship Proposal
A Contract for Sponsors, Interns, and the Internship Program at Georgia State University, Department of English

To help sponsoring organizations and interns benefit as much as possible from the internship experience, we are asking that a representative of the sponsoring organization (usually the intern’s writing mentor or project manager) and the intern fill out this form at the time the sponsoring organization offers an internship and the intern accepts it. The intern should send a copy of the signed document to Dr. Malinda Snow, Department of English, Georgia State University.

__________________________Intern’s name

__________________________Intern’s Phone Number

__________________________Intern’s Email Address

The Internship Program

The director of the internship program will read this contract and discuss any outstanding issues with relevant parties. The director will then let you know when the internship has been officially approved.

I. The Sponsoring Organization
Name of the sponsoring organization:

_____________________________________________________________

Address and telephone number of sponsoring organization:

_____________________________________________________________

II. Mentoring for the Intern
Name, title, and contact information for intern’s writing mentor and supervisor (if different):

_____________________________________________________________

_____________________________________________________________
III. The Sponsoring Organization’s Work and the Intern’s Responsibilities

Nature of the sponsoring organization’s work:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Description of projects that will be assigned to the intern during the fifteen weeks during the fall/spring or fourteen weeks in the summer. (Internships may be longer, or may be adjusted to meet special circumstances.)

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

The dates of the internship:

____________________________________________________________________

IV. Assurances from the Sponsoring Organization (SO)

Signature (below) of the internship mentor indicates agreement on the following five issues:

- The SO’s mentor will meet weekly to discuss the progress of the intern’s work.
- The SO will allow the intern to share samples of his/her work in the internship report.
- The SO will provide the intern with an appropriate orientation to the organization.
- The SO will evaluate the intern at five weeks by initiating a conversation between the mentor and the supervisor of the internship.
- The SO will evaluate the intern in writing at the end of the internship and share this evaluation with the internship coordinator.
Additional stipulations for this internship (attach if necessary):

________________________________________________________________________

________________________________                        ____________________________
(Please type or print name)                                                        (Please sign)
For the sponsoring organization

Date: ______________________________

V. Assurances from Intern

Signature (below) of the intern indicates agreement on the three following issues:

• That the work assigned for the internship period is consistent with his/her professional goals.
• That he/she will perform the work specified in Item III.

________________________________                        ____________________________
(Please type or print name)                                                        (Please sign)
Intern

Intern’s Panther Number

Intern’s Phone Number

Date: ______________________________

When you have completed your internship, would you be willing to respond by email to other students who might like to know about your experience?

Yes_____  No _____
Approved by Internship Director

Note: This contract does not verify that the intern has registered for course credit. To receive credit, interns must register for ENGL 4500, Internship.