

SAMPLE INTERNSHIP PROPOSAL
SPRING 2009

Student: Kaitlin Beauge. Advisor: Tim O'Donnell.

My name is Kaitlin Beauge and I am a Junior English major. I am proposing that my work as a Communication Intern with the International Parking Institute is appropriate within the major and therefore should be eligible for three academic credits towards an English degree.

Learning Experiences

The tasks required for this internship will provide a professional atmosphere in which to practice many concepts learned in Communication and English classes. Some of the projects that will be completed include:

- Copy Editing
- Writing articles for monthly magazine
- Constructing a style guide
- Writing Press Releases
- Creating original content for departments within the association

Educational Preparation

My experience in field of communication has included taking Intro to Human Communication and Public Speaking at Old Dominion University. I am also prepared for this internship through my work with the UMW Alumni Center which has introduced me to copy editing. Other courses which are relevant include Writing Workshop and Creative Writing.

ELC Appropriate

This communication internship is relevant to the ELC department because it incorporates writing skills within a communications field. The experiences that will be learned are all professional skills that directly correspond to working in a career in the communication field.

Academic Content

To fulfill the academic requirements for the internship, I plan to combine a portfolio of all written work with a comprehensive reflective or research essay on what I have learned at the International Parking Institute regarding working in communication.

Faculty Advisor

My faculty advisor for this internship is Tim O'Donnell and he will watch my progress throughout my internship through bimonthly meetings.