

Internship Proposal for Sponsors, Interns, and Internship Committees

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 and the intern fill out this form at the time the sponsoring organization offers a job and the intern accepts it. The intern should send copies of the signed document to the committee chair and to the director of the MTSC program.

I. The Sponsoring Organization

Name of the sponsoring organization:

Address of sponsoring organization:

II. The Sponsoring Organization's Work and the Intern's Responsibilities

Nature of the sponsoring organization's work:

Description of several projects that will be assigned to the intern during the sixteen 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:

III. Mentoring for the Intern

Name, title, and contact information for intern's writing mentor:

Mentor's experience with technical communication (attach resume if feasible):

IV. Assurances from the Sponsoring Organization (SO)

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

1. The sponsoring organization (SO) will pay the intern.
2. The SO's writing mentor will meet weekly to discuss the progress of the intern's work.
3. The SO will assure that the intern can share samples of his/her work with the committee and will be able to publish samples of this work in the internship report, a document available to the public through the Miami University Library.
4. The SO will provide the intern with an appropriate orientation to the organization.
5. The SO will evaluate the intern at five weeks by initiating a conversation or email between the mentor and the Chair of the internship committee.
6. The SO will evaluate the intern in writing at the end of the internship and share this evaluation with the intern's committee.

(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:

1. That the work assigned for the internship period is consistent with his/her supplementary courses in the Plan of Study and with his/her professional goals.
2. That he/she will perform the work specified in Item II.
3. That he/she will write two progress reports (these can be transmitted by email) to be submitted during the fifth and tenth weeks describing the progress of the internship.

(Please type or print name)

(Please sign)

Intern

Date:

VI. Approvals by MTSC Program

(Please type or print name)

(Please sign)

Chair, Internship Committee

Other committee members:

Reader

Reader

Director, MTSC

Date:
