

Internship Project Proposal

4/1/17

To: Department of Management & Accountancy, <name of internship host organization>
From: **John Smith**, student-ID-number, campus-email address
Subject: Internship project proposal for Fall 2017

Commented [MLM1]: Name of internship host, and Dept of Management & Accountancy here

Commented [MLM2]: Student name bolded.

Commented [MLM3]: Be sure to include your ID number and your campus email address (not bolded)

Host organization:

XYZ Hospital, Human Resources Department. Host: Sally Smith, Workforce Development Specialist, 333 Disk Drive, Asheville, NC 28801, Phone 828-555-5555, Email address: host@email-address.com

Commented [MLM4]: Detailed contact information, including mailing address

Description of organization:

XYZ Hospital is a non-profit, community hospital system in Rocky Place, NC.

Commented [MLM5]: Briefly describe, in one sentence, the organization. If applicable, add the department/division in which you will do your internship.

Problem/Issue the intern will address:

Currently, XYZ Hospital does not have any measurement of the return on investment (ROI) for their Mission Possible (MP) and Mission Possible the Prequel (MPP) programs.

Commented [MLM6]: Normally, you can describe the problem you will solve for the organization in only 1-2 sentences.

Procedures the intern will perform:

Develop metrics using Microsoft Excel to help determine the ROI of Workforce Development programs, specifically the Mission Possible (MP) and Mission Possible the Prequel (MPP) program. During this process, I will: (a) Review MPP program evaluations and provide suggestions on how to expand program to meet the objective of the target audience; (b) Research similar programs to MPP in WNC, NC and the nation that are similar and compare program content and ROI statistics; (c) Develop a system to connect with previous MP participants to determine the effectiveness of the program 1, 5 and 10 years after participation.

Commented [MLM7]: Be specific. This section should contain a lot of verbs since it describes what the intern will DO.

Project deliverable:

A report with data, stats and details describing the effectiveness of the MP and MPP Workforce Development programs, including proposals for future expansion.

Commented [MLM8]: Internship experiences must be a project that results in a product. This section describes that product. What will be delivered to the host? This section should contain a noun that clearly defines the product that will be delivered to the host and to the department for grading.

Learning objectives:

- Expand my knowledge of Excel.
- Learn how to create metrics.
- Learn how to evaluate existing programs and create a strategy for improving them.
- Improve my research skills.
- Improve my professional writing skills.

Commented [MLM9]: Make a list of the things you expect to learn while you are doing the procedures stated above.

Anticipated graduation: month and year here

Date internship fieldwork begins: date here

Commented [MLM10]: Enter the approximate date your internship fieldwork will begin.

Internship Coordinator

Intern

Commented [MLM11]: Dr. Manns will review your proposal and be the first person to sign. See Step 5 on the internship website for the order in which you will acquire the signatures.

Host

Date of UNCA final approval

Commented [MLM12]: See instructions under 5b on the internship website for the order you must acquire the signatures.

Commented [MLM13]: The Internship Coordinator will date and initial your proposal once you have received all the other signatures. See instructions under 5b on the internship website.