

Appendix D

Sweet Briar College

**Internship Proposal
for Academic Credit Internships**

Submit to the Office of the Dean by:

Fall or Spring Term internships:

Eighth day of term

Winter Internships

End of fall term

Summer Internships:

One week before end of spring term

Academic Year _____ Fall _____ Winter _____ Spring _____ Summer _____

Student Name _____ Class Year _____ SS# _____

Major GPA _____ Cumulative GPA (Contact Registrar's Office) _____

Previous course work in department granting credit
(need at least 3 credit hours) _____

Sponsoring Department _____ Internship Credit Hours Attempting _____

Faculty Sponsor _____ Phone # _____

On-Site Supervisor _____ Phone # _____

Beginning and Ending date of Internship _____

Internship Site (Company name, City, State):

Description of Project (as discussed with on-site supervisor):

Requirements for Credit (as discussed with faculty sponsor):

How did you find the internship? _____

I have submitted to Career Services a resume _____ and a cover letter _____

Signature of Faculty Sponsor

Signature of Student

Signature of Department Chair

Signature of On-site Supervisor

Signature of Internship Coordinator
(Kristin Dane Ewing)

Signature of Dean

Date submitted to Office of the Dean: _____
Copies to: Student, Dean, Registrar, Sponsor