

## PhD Consortium Internship Application

**This Application to be completed during the semester PRIOR to the internship experience.**

Student Name \_\_\_\_\_ Date \_\_\_\_\_  
Student ID # \_\_\_\_\_ Home University \_\_\_\_\_  
CAMPUS Address \_\_\_\_\_  
HOME Address \_\_\_\_\_  
PHONE: HOME \_\_\_\_\_ WORK \_\_\_\_\_  
Email address \_\_\_\_\_  
Area of Specialization \_\_\_\_\_  
Major Advisor \_\_\_\_\_

### **Student Must Submit Graduate Internship Prospectus.**

Guidelines: The student develops a graduate internship prospectus of no greater than 500 words. The prospectus is a proposal that should include items such as the following:

- Justification for participation in the graduate internship.
- Identification of the skills and knowledge that the student will acquire.
- Description of the activities proposed in the internship experience
- Proposed methodology to be employed in completing the above activities
- Specific proficiencies relevant to the student's program.
- The type of company/industry or agency that the student desires to target.
- The type of activity/position that the student would like to target (*this can be a description that may include more duties than the actual position may entail; however, the student is to provide a general description of what the learning experience will entail*).
- Signature line for major advisor.

### **Student Develops an Updated Resume and Schedules a Meeting with Major Advisor.**

Guidelines: Upon completion of the prospectus and resume, the STUDENT schedules a conference with the major advisor. During this conference, the advisor will review the prospectus and resume. Upon approval, the advisor will sign the documents and provide appropriate copies to the student.

Items to be considered during the student/advisor conference should include:

- Internship employers and sources of employment.
- Identification of **proficiencies** and **competencies** to be developed through the internship experience.
- Measurement tools necessary to determine the successful completion of the **proficiencies** and **competencies**.
- Develop a process to review procedures for employer/university relationship while the student is engaged in the internship experience.

- Review details and expectations of the graduate internship experience including specific competencies gained as a result of the experience.

## Graduate Internship Prospectus

(Please address those items listed on page one describing the prospectus and attach a resume)

### Employing Company Information

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name @ Title of employing supervisor \_\_\_\_\_  
Phone No. of supervisor \_\_\_\_\_ email \_\_\_\_\_  
Phone No. of student at work \_\_\_\_\_ email \_\_\_\_\_

*Prospectus . . .*



3. Time schedule for evaluation meetings with university supervisor.  
Include specific dates.

**The student is required to meet the following requirements:**

- Provide a weekly log of activities (*format to be determined through discussion with university supervisor*).
- Submit an interim report to the university supervisor approximately half way through the internship experience or at mutually agreed to times.
- The weekly log should be appended to the interim report.
- Final Report: (*format to be determined through discussion*). The final report is to be a scholarly product to be word processed and include cited references following the APA format. The final report is due to the university supervisor during the final week of the semester in which the student is participating in the internship experience for assignment of appropriate credit.
- *The **Interim Report** as well as the **Final Report** should address specific proficiencies and competencies gained during the internship experience.*

- The university supervisor will arrange at least two contacts with the student and his/her supervisor to review the activities of the internship experience prior to the assignment of a final grade.
- Assignment of a final grade for the internship experience is the responsibility of the appropriate university supervisor of the student based upon accepted practice at each university participating in the consortium. **Consideration of the attainment of stated proficiencies and competencies are to be a significant factor in final grade determination.**

## Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Major  
Advisor \_\_\_\_\_ Date \_\_\_\_\_

Company  
Supervisor \_\_\_\_\_ Date \_\_\_\_\_

University  
Doctoral  
Coordinator \_\_\_\_\_ Date \_\_\_\_\_

∟ Copies to Student, Major Advisor, University Doctoral Coordinator, and Ph.D. Program Director (ISU)