

2005 Institute for Today's Leaders Steps for Completing the Internship

1. Meet with your contact person to develop an internship proposal. See list of contact persons.
2. In consultation with your contact person, write a proposal identifying your mentor and your main goal for the internship. Include the objectives or strategies required to accomplish your goal.
3. Email your proposal to Julie Stocks by Monday, May 3.
4. If you have not heard from Julie Stocks by Friday, May 19, then begin the ten-hour internship, building flexibility as you and your mentor deem appropriate. (If the internship requires travel, please use college-owned state vehicles.)
5. By Wednesday, June 30, submit a three- to five-page report to evaluate the experience and to document your accomplishments.
6. Make a two-minute report on your internship experience on Monday, July 12, during the graduation luncheon.