

**Trek: CAREER
Independent Internship/Research Proposal**

DEADLINES FOR SUBMISSION OF INDEPENDENT PROPOSALS

FOR FALL SEMESTER: APRIL 1ST

FOR SPRING SEMESTER: NOVEMBER 1ST

FOR SUMMER SEMESTER: APRIL 1ST

INSTRUCTIONS: This document acts as the internship/research proposal, learning contract and course syllabus outlining the learning goals, objectives, experiences, and assessment process that will take place. The student, with guidance from Career Services and/or Service-Learning advisors and internship/research supervisors, will complete the document prior to beginning the CAREER experience. This document is used only to receive CAREER and/or COMMUNITY credit. It is not required for internships/research receiving academic credit only.

YOU MUST REGISTER FOR CA 251 AND/OR CO 151, AS THE METHOD TO RECORD CREDIT FOR THIS ACTIVITY.

STUDENT INFORMATION

Name: _____ Major: _____ GPA: _____

Email address: _____ Phone: _____

Graduation Date: _____ Semester Proposed: Fall 20__ Spring 20__ Summer 20__

Credit Proposed For: CA 251/Independent **CAREER** Exploration CO 151/Service-Learning Internship 400 Level Internship

Registered For: CA 251/Independent **CAREER** Exploration CO 151/Service-Learning Internship 400 Level Internship

Student Signature: _____ Date: _____

ORGANIZATION INFORMATION

Organization/Department: _____ Institution Type: Public Private Non-Profit

Supervisor Name: _____ Title: _____

Address: _____

Phone/Fax: _____ Email: _____

How often will the student meet with the supervisor to discuss their progress? _____

Internship/Project Title: _____ Hours per week: _____ Paid Non-Paid

Starting Date: _____ Completion Date: _____

Supervisor Signature: _____

ATTACH JOB DESCRIPTION OR RESEARCH PROJECT OUTLINE

How does this internship or research project relate to your career goals?

STUDENT: UPON COMPLETION OF THE ABOVE INFORMATION PLEASE RETURN THE FORM TO CAREER SERVICES: SMITH BUILDING 202-A OR RPETERS@CENTENARY.EDU

CAREER SERVICES APPROVAL

INSTRUCTIONS: Students will complete and submit the following assignments to the Career Services Advisor, by the due dates set by the Career Services Advisor.

Required for Credit: Due dates set by the Career Services Advisor (in consultation with Faculty Advisor when appropriate).

- | | | | |
|---|-----------------|---|-----------------|
| <input type="checkbox"/> Student Agreement | Due Date: _____ | <input type="checkbox"/> CAREER Reflection Paper | Due Date: _____ |
| <input type="checkbox"/> Waiver of Liability | Due Date: _____ | <input type="checkbox"/> Student Evaluation | Due Date: _____ |
| <input type="checkbox"/> 1 st Monthly Report or Journal Review | Due Date: _____ | <input type="checkbox"/> Supervisor Evaluation | Due Date: _____ |
| <input type="checkbox"/> 2 nd Monthly Report or Journal Review | Due Date: _____ | <input type="checkbox"/> CAREER Program Assessment | Due Date: _____ |
| <input type="checkbox"/> Final Resume or CV | Due Date: _____ | <input type="checkbox"/> Time Sheet Reflecting 80 hours | Due Date: _____ |

Additional comments: _____

Faculty Advisor (if applicable): _____ Date: _____
Career Services Advisor Signature: _____ Date: _____
Service-Learning Advisor (if applicable): _____ Date: _____

TREK COMMITTEE USE

Internship/Research Project Approved: **Approved** **Not Approved** **Approved with Reservations**

Comments/Suggestions: _____

Committee Chair Signature _____ Date: _____