

Internship Special Project Proposal

Description: Each intern, in cooperation with his or her site supervisor, is expected to develop and complete a special project of significance and enduring value to the agency. The intent is to provide the agency and/or its clientele with a tangible and useful finished resource or service. The project also provides the intern with an opportunity to demonstrate and improve his or her problem solving and communication skills. The project should be realistically and reasonably achievable and be of interest to the intern (i.e., be consistent with their educational background and internship objectives as expressed on Appendix 2 – the Eligibility Form). **Furthermore, work on the special project should be considered part of an intern’s hours and is to be completed in incremental stages throughout their internship. Students are expected to assume much of the responsibility for the project and should be able to work on it as autonomously as possible, only seeking guidance and support from their supervisor when necessary.** Examples of projects are numerous; the brief list below serves merely to illustrate projects that have been undertaken by TEM interns in the past. They include:

- Preparation and production of a policy or employer’s training manual.
- Leading program initiatives, such as silent auction donations, exhibitions, or volunteer management.
- The planning and production of special events, such as concert series, tournaments, weddings, and tours of historic sites and properties.
- Design of a marketing campaign.
- Development of a website or app for an event/site.

Students are required to complete the *Special Project Proposal* form (**see following page**) with their site supervisor. This form requires interns to provide a brief description of their project, including a summary of its various components (steps), project schedule (i.e., target date for each component/step), and the benefit to the agency. This document must be signed by the intern and the site supervisor, signaling agreement with the special project. The completed and signed proposal must be submitted to the student’s faculty supervisor for approval, **by the 100th hour. The proposal must be typed, and ALL target dates must be included.**

Please note that interns are strongly encouraged to identify and work on a special project that can be completed within the duration of the internship (the deadline is by the end of the 400 hours). However, in the case of certain events, it may be that the actual event is to occur after the intern’s 400 hours have been completed. The intern would have to show that the majority of the tasks for the project would be completed by him or her before the 400 hours are finished, (i.e. majority of tasks must be completed). **Please note that this would have to be communicated to the faculty supervisor and is subject to his or her approval.**

Special Project Proposal

Intern Name: _____

Site Name: _____

Site Supervisor: _____

Faculty Supervisor: _____

Project description:

Benefit of project to site:

List of target dates and major project components/steps:

Signatures

Intern: _____ **Date:** _____

Site Supervisor: _____ **Date:** _____