Proposals for SNT 489

The proposal should be written in a formal style and include the following information:

- Title page with a specific internship title. Include the semester the internship will be performed and the number of hours requested.
- Name, address, phone, email, and title (position) of the on-site supervisor. Also identify your on-campus supervisor.
- Number of hours per week that the student will be working on-site and the number of credit hours the student wishes to obtain for SNT 489. (Normally 40 hrs of internship experience equals one SNT credit hour; however, this may vary depending on the job description and type of duties assigned.)
- A description of the company/organization and the company’s goals. Students interning at medical facilities should list the types of services available. Students doing research projects should clearly describe the general nature of the research supervisor’s research interests. Be general enough so that all faculty members will understand the purpose of the research.
- Clearly defined objectives for the experience and expected outcomes as related to professional development. These should include science-specific goals, i.e. science skills you will learn, and professional development skills you plan to address. It is helpful to bullet these for easier reading. Start with the most important science skills then list your professional development skills. Include explanation as needed.
- A detailed job description of specific tasks, procedures, and experiences. Students should list the approximate amount of time that he/she will spend on each task. Be as specific as possible. Please bullet these and list in order of importance. Provide explanations as needed. Include sufficient information that we understand what you will be doing. If you are not certain about your responsibilities during your internship, you should describe projects that have been done at this facility in the past (if known).
- Students performing hands-on research must clearly indicate in their proposal that they will be giving a 15-20 minute presentation to the natural science division within the current or subsequent semester.
- Students performing primarily shadowing exercises must prepare a 10 page library research paper that is directly related to the internship experience and includes at least 5 professional references.
- A four-year academic plan signed by your academic advisor. Note: This is an assignment due earlier in the semester. Make a copy of the four-year plan and attach it to your proposal.
- Students planning to take classes while enrolled in SNT 489 must submit a schedule of classes (including days/times of classes) and indicate hours during the week when the internship will be conducted.