

# Valdosta State University Biology Graduate Internship Proposal Guidelines

(Adopted from University of Central Arkansas)

Date:

Name (Student ID#):

Email:

Phone:

Internship supervisor name and contact information (phone & email):

Internship institution/location:

VSU Faculty Advisor:

Applying for:

## Objectives

*Clearly state the objectives and/or purpose for participating in this internship. Demonstrate that the experience will provide rigorous learning opportunities that cannot be obtained in a listed Biology course.*

## Description

*Provide a full description of the type of internship, how it will be set up, how a typical day might go in terms of your active role. You must clearly demonstrate the experience you will receive extends beyond shadowing or observation. Also include a description of how you will accomplish your objectives.*

## Educational Benefits

*Describe what you will gain from the internship that cannot be obtained from a classroom/course experience. Describe how the internship will help you obtain your career goals.*

## Assessment

*This is a crucial part of your proposal! Describe how your performance will be assessed/evaluated by either your on-site supervisor or your VSU faculty advisor (the person who will be assigning a grade). If you have multiple objectives, be sure that each can be assessed. Work with your VSU advisor or schedule an appointment with the Graduate Program Coordinator to provide a detailed explanation.*

*Potential tools for assessment: (1) Journal or regularly submitted progress reports, (2) written paper such as research paper or case study, with documentation/literature cited, (3) professional exam (such as Certified Wildlife Biologist Exam), (4) internship portfolio, (5) presenting the work at a conference, or (6) be creative and develop your own assessment tool in collaboration with your supervisor and VSU advisor.*