

Three-hour internship proposal guidelines

Must be completed and submitted three weeks before the end of the semester preceding your internship

The INTERNSHIP PROPOSAL should be 300-500 words in length and include the following:

- a statement of your objectives for the on-site portion of the internship
- a description of your academic project
- a timeline for the project's completion

For the ACADEMIC PROJECT, students may propose a research paper, a portfolio, or a web site. In all cases, the project must include a substantial amount of work produced outside of the daily tasks performed during the internship (although samples of this work may be included).

The academic project section of the proposal should include the following components:

- a statement about how the project relates to the on-site work
- a proposed length (for papers) or size (for portfolios)
- a description of the student's research plan, to include a brief bibliography (for papers and web sites) or a list of
- components to be included (for portfolios and web sites)
- a short rationale statement about how the project is appropriate to the study of English language or literature.

Some examples of academic projects students have completed in conjunction with their internships include:

A student working in the publicity department of an academic press proposed a research paper exploring the trend of academic presses crossing over into trade publishing. The research included articles on the issue, as well as interviews with marketing and editorial staff at the student's internship site.

A student working for a history museum proposed a portfolio of work she would produce for the museum's newsletter and website. In addition, she proposed a five-page research paper on the museum's primary subject.

A student working in the manuscript editing department of an academic press proposed a website that would publish short stories written by UGA creative writing students.