

SUBMITTING YOUR ENSP386 PROPOSAL

If you're on campus:

1. **Download and read** the **Internship Proposal Form & Coversheet** and **Checklists for Success**.
2. **Complete the ENSP386 Internship Proposal Form & Coversheet.** Your entire proposal should include:
 - **Coversheet**
 - At least six academic and/or career objectives related to the content of the internship
 - Description of work activities
 - Proposed academic research topic AND seven (7) examples of scholarly source materials for your term paper
 - Work commitment (including minimal weekly time commitment and total hours on-site)
 - An updated, 1-page resume
 - **Consent & Release Form**
3. **Optional** -- Meet with Angela for review/feedback before meeting with your faculty sponsor and on-site supervisor. In particular, we'll review your **scholarly (peer-reviewed) sources** and be sure that you have tied the content of your internship to your concentration (usually, by choosing an appropriate paper topic). We'll also verify that you've accounted for your hours, that your resume is in good shape; and answer remaining questions.
4. **Hand-carry your completed proposal** to your faculty sponsor and on-site supervisor for discussion and approval (signatures).
5. **If you have an out-of-town internship**, you can send your proposal to your on-site supervisor and ask him/her to e-mail Angela with the statement: *"I have read (your name's) internship proposal; and I agree to supervise (your name) and complete an internship evaluation."*
6. **Bring the completed and signed, hard-copy proposal to the ENSP Office**, 0220 SYM. You may slide it under Angela's door (room 0216) if she's not available.
7. Angela will collate everything for final review by the ENSP Director.
8. Once final approval is given, **Angela will register you for ENSP386 and send e-mail confirmation.**

If you're off-campus:

1. **Download and read** the **Internship Proposal** and **Checklists for Success**.
2. **Complete the Internship Proposal** (coversheet, academic/career objectives, research topic and sources, work commitment, resume, consent form)
3. **FOR SIGNATURES: Email ENTIRE PROPOSAL to your faculty advisor and on-site supervisor** and ask them to contact Angela (be sure to copy her on the email!)
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 - Use "INTERNSHIP PROPOSAL - (Your Name)" in your subject heading and copy Angela on all messages (abm13@umd.edu)
 - Ask your **faculty advisor** and **site supervisor** to email Angela with the statement "I have read (your name's) internship proposal; I agree to supervise (your name) and complete an internship evaluation."

Angela will collate everything for final review. Once approved, Angela will register you for ENSP386 and send an email confirmation.