**INTERNSHIP PROPOSAL FORM**

DEPARTMENT OF MATHEMATICS & COMPUTER SCIENCE

LONGWOOD UNIVERSITY

The following rules and dates **must** be adhered to in order to get credit for the internship.

1. *Before the Internship*- You must fill out the Internship Proposal Form (this form) and submit it to the appropriate Internship Director for approval.
2. *Before the Internship*-If your proposal is approved, you must fill out the ***Internship Agreement Form*** to the satisfaction of both your internship supervisor (on site) and the internship director (in the Math/CS department). This form must be signed by you, the supervisor, and the internship director. You must fill out the **Internship Course Creation Form**. **These forms must be delivered no later than forty-eight hours BEFORE the last day to add a class, and at least 48 hours before the start of the internship. Otherwise, you will not be signed up for an internship.** You should familiarize yourself with the Internship Syllabus which will tell you all of the requirements for the internship. Please note that the internship carries an additional fee (above regular tuition) of $125.00.
3. *During the Internship-* You must keep a **daily journal.** The journal should include both a log of daily work activities and reflections of how and when the student uses his/her academic training and preparation, either directly or indirectly, to perform the work assigned. Updates to the journal will be submitted to the internship director weekly.
4. *After the Internship-* You will need to (1) submit the Student Self-Evaluation, (2) make sure your supervisor submits the Supervisor’s Evaluation, (3) submit your daily journals, and (4) schedule a time for your internship presentation with the Internship Director. You will receive a grade after all the forms and the daily journal have been submitted to the Internship Director and you have completed a presentation. If your internship takes place during the summer, then you will receive a grade of ‘I’, until the fall semester at which time you can give your presentation. Note that the grade ‘I’ becomes an ‘F’ if not completed within the first six weeks of the following semester.

I have read the above information and the internship syllabus and have submitted a completed internship agreement form to the appropriate Internship Director.

Student Name:       Date:       Student email address:

Proposal Title:       Company Name:

Briefly explain your responsibilities during the internship and how this is related to your major. This description should be long enough to explain why this applies enough of the coursework in your major to justify receiving credit.

