Appendix J

University of Michigan
School of Art & Design

Internship Proposal Form

The following internship guidelines apply: Students may earn 1 credit for each 50 hours of internship experience with a maximum of 3 credits applied toward graduation requirements. No grade is assigned. Though credit is granted after the internship has been completed, students first need to secure a site supervisor's signature and then the Assistant Dean's signature before undertaking an internship. The student's and site supervisor's signatures on this form indicate a contractual agreement. The assistant dean's signature indicates approval for the internship experience.

Three documents are required for credit: this internship proposal form with the three signatures listed above, a written summary of the experience by the student, and a site supervisor's performance evaluation. Return these three documents to Brian Banks in the Student Services Office for a final evaluation by the Assistant Dean before the School of Art & Design posts the Internship credit to your transcript.

Name _____ UM ID#_____ Email_____ Class Level____

Internship Organization:_____ Supervisor Name: _____

Address: _____

Semester: _____ Hours/Week:____ Total Internship Hours:_____ Position Title:_____

Responsibilities (describe here or attach a position description):

Proposal Approval

_____ _____

Site Supervisor's Signature *Date* *Assistant Dean's Signature* *Date*

_____

Student's Signature *Date*

Final Approval for Credit *Credits Awarded:____*

_____ _____

Approved by *Date* *Registration Processed by* *Date*