University of Michigan
School of Art & Design

Outreach/Engagement Internship Proposal Form

The following internship guidelines apply: Only juniors and seniors may earn credit for an internship. 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. Students first secure a site supervisor's signature and then the Associate Dean's signature before undertaking an internship. Students register for ARTDES 311. The student's and site supervisor's signatures on this form indicate a contractual agreement. The Associate Dean's signature indicates approval for internship credit.

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 the Career Development Coordinator in the Academic Services Office for a final evaluation by the Associate Dean before the School of Art & Design posts the Internship credit to your transcript.

The following criteria are used for determining whether an independent study project qualifies for Outreach/Engagement. Students must:

• complete a project/collaboration in a venue outside the School of Art & Design,
• work with or on behalf of a client, and
• initiate or play a majority role in the project/collaboration.

The client may an individual, a group, a club, an organization, another University unit, a service or religious organization, a non-profit, a for-profit, a social group, a business, a foreign country, culture, or educational institution.

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

____________________________________________ Career Development Coordinator Date

____________________________________________ Student's Signature Date

Final Approval for Credit

____________________________________________ Credits Awarded:____

____________________________________________ Approved by Date

____________________________________________ Grade Processed by Date