

# Internship Proposal

You must write a proposal describing your intended internship; **the proposal (along with your internship contract) must be approved by your advisor and the graduate program director in order for you internship to begin officially.** Your proposal should develop the goals you have set for yourself in the internship, and include a brief description of what you expect to be the duties of your job. The following is an outline for a proposal. You will submit the proposal, along with your internship contract, to your advisor and then the graduate program director for approval. Your proposal should be 3-5 pages long.

- I. *Title Page* (See Turabian for an example)
- II. *Introduction*: gives an overview of the internship project. Describe where you will be working, what your duties will be, briefly summarize your overall goals.
- III. *Internship Goals*: This section of the paper will describe the goals of your internship in detail. For example, your internship may require you to lobby for a bill at the State House. Your goal for this internship would be passage of the legislation. Other internships will have other goals—to register voters, to raise funds, to identify supporters of a candidate, etc. In this section, you should not only describe your goals but also explain how you intend to go about meeting them. **In particular, please discuss the relevance of your graduate studies to your internship – how will the findings of political science research help you in meeting them?** You should have at least 2 or 3 goals for your internship. List each one, and then give some details about how you expect it to be accomplished.
- IV. *Conclusion*: Summarize how you expect the project to relate to what you have learned in your coursework and the literature review.
- V. *Bibliography*: You should include a bibliography of 5-7 sources related to your topic.

You should work closely with your advisor in choosing an internship and in writing the proposal.