Final Proposal Instructions

Please submit your Final Proposal typed (2-3 pages minimum) and double-spaced. Your Final Proposal should include all of the following:

A. TITLE/COVER SHEET—Provides contact information and confirms the acceptance of your proposal by requiring signatures from all parties.
   - The name of your Internship Site
   - Your name, your signature, fall address, and phone number (if known)
   - Your Site Adviser’s name, title, Adviser’s signature, address, and phone number.
   - Upon acceptance, Rachel Harris and Jon Barch will also sign them as well.

B. DESCRIPTION—Write a few paragraphs which describe your proposed internship and what you hope to accomplish. This should be very similar to your Initial Proposal, with appropriate changes made. Also, discuss how you plan to go about organizing this project. Remember to be as descriptive as possible.

C. CRITERIA—Take each one of the criteria as listed in your Internship Handbook and describe why and how this internship meets the criteria. The five criteria are listed below:

   Leadership
   Do you have leadership of the project?

   Challenging and Realistic Mission
   Is it challenging, yet realistic to accomplish?

   Community Service/Volunteerism
   Is it truly a volunteer project?

   Time Commitment
   Is the time commitment required appropriate?

   Community Service Adviser
   Who will be your Adviser? Please list the Adviser’s name, title, work address, and phone number. This is extremely important.