

CAHNRS Internship Proposal Application

Instructions for completing a CAHNRS Internship Proposal Application: This is a two part application. The proposal should be 1-2 pages in length. Part I of the application is internal and gathers general information about the proposed internship. The second part of the application is external information and **will be used to advertise your internship position to students.** The best person to explain the internship details is the internship mentor! Information from Parts I and II will be used to determine if funding is awarded to support the internship position.

Proposals not submitted in the requested format will not be considered.

Part I.

1. **Mentor's Name, Title, Affiliation with CAHNRS, and Contact Information:**
2. **Duration of the internship, time commitment expectations and compensation details:**
Include timeframe (summer, fall, both or either; number of weeks required, etc.), weekly time requirements, and rate of pay, if applicable. Specific details concerning pay rate, housing, start date, daily work hours, etc. will be determined by the mentor and intern at the completion of the selection process.
3. **Student Learning Outcomes:** Describe what the intern is expected to gain from this experience. These outcomes should align with the University's [Seven Learning Goals and Outcomes](#), as well as any applicable departmental expected learning outcomes.

Part II.

Please complete this section using language targeted to an undergraduate audience so that it resonates with students.

1. **Internship Title:** The title should be enticing to students.
2. **Location of the internship:**
3. **Is there a desired start date? If so, when?**
4. **Is the position flexible, or are there set hours? If so, how many hours per week?**
5. **Please list specific majors you feel would best fit your internship if any.**
6. **Position Description:** Please write your internship proposal in an intriguing manner that makes potential candidates excited about the project and interested in working with you. Students typically respond best to proposals that clearly explain what they will be doing and why it matters. Entice them to imagine themselves serving in this role and getting excited about the possibilities this experience might generate. Please avoid providing highly technical descriptions that are drenched in intimidating scientific language if you want to maximize interest in the position. For examples of previously accepted internship proposals please visit the [CAHNRS Internship Faculty Proposals](#) page.