

Last Name: \_\_\_\_\_

## EXTERNSHIP PROPOSAL CHECKLIST

The following items must be included in your externship proposal package. When submitting your proposal, please use this sheet as your cover sheet.

<b>INCLUDED</b>	<b>PROPOSAL PACKAGE ITEM</b>
	Student's Written Proposal
	Faculty Supervisor Statement
	Host Organization Statement
	Attorney Supervisor Resume
	Student Resume

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### **FOR OFFICE USE ONLY**

Last-Semester Externship    Yes    No

Research Paper Timeline    Yes    No    N/A

Offer from organization    Yes    No

Unofficial Transcript    Yes    No

Number of credits required to graduate    \_\_\_\_\_

Total number of credits    \_\_\_\_\_

Current semester credits    \_\_\_\_\_

Credits for proposed externship    \_\_\_\_\_

Remaining number of credits to complete    \_\_\_\_\_

Any incompletes    Yes, semester(s): \_\_\_\_\_

No

## **PROPOSAL GUIDELINES**

Your written proposal should address the following:

- Name and description of the host organization.
- Work to be performed/duties and responsibilities.
- Specific educational objectives.
- Why the educational/externship objectives cannot be achieved in the classroom.
- How the externship will build on your academic experience.
- How the externship will build on your prior work experience.
- The name of your faculty sponsor.
- As specific a description as possible of topic for your research paper.