

Alfred University

McComsey Career Development Center Experiential Education Program

ART & DESIGN INTERNSHIP PROPOSAL

STUDENT INFORMATION

Student Last Name, First Name _____ Fall Spring Summer Year: _____
Date of Internship _____

Major/Career Emphasis _____ Academic Advisor _____

SCHOOL ADDRESS

Street (PCC Box) _____
City _____ State _____ Zip _____

Telephone _____ Email _____

RESIDENCE DURING INTERNSHIP

Street (PO Box) _____
City _____ State _____ Zip _____

Telephone _____ Email _____

INTERNSHIP SITE INFORMATION

Name of Organization _____ Site Supervisor _____

Address _____ Email _____

City _____ State _____ Zip _____ Telephone _____ Fax _____

LEARNING OBJECTIVES

Develop a learning objective for each of the following areas: **Knowledge, Skills, and Attitudes/Values** (to be completed by the student)

1. _____
2. _____
3. _____

SITE ACTIVITIES AND RESPONSIBILITIES OF THE INTERN

(A description of the internship may be attached for further information.)

FOR OFFICE USE ONLY

____ Entered into Career Office

____ Entered into Database

____ Contacted Site Supervisor

____ Copied/Sent to Advisor

Date Sent: _____

Sample Thank You Letter to the Internship Site Supervisor

112 Varnum Place
Towson, MD 21204

August 28, 2003

Randall B. Barnes, Director of Market Research
Scott & Associates
1 Scott Plaza, Ste. 121
Baltimore, MD 21208

Dear Mr. Barnes:

While I am excited about returning to school for my senior year, I am sad about leaving my internship at Scott & Associates. I have enjoyed working with the market research team and clients, and have learned so much about the challenges our clients face when trying to market new products and services. I particularly enjoyed working with Pollock Engineering, and hope that the suggestions our team made will help the firm grow in their niche market.

I know that training a new intern was a lot of work for you and I appreciate your time and patience in answering my questions and finding interesting tasks for me to do. I bought two of the books you recommended, and will continue the learning process by using this experience as a jumping off point for my senior project.

I have enclosed a copy of my updated resume, which includes my internship experience at Scott & Associates. Any suggestions you might have about my resume or people in this field I could contact about full-time employment would be very welcome.

Thank you for helping to make my internship rewarding and exciting. I will try to keep in touch with you and the rest of the staff.

Sincerely,

Peggy Moon

Enclosure