

## SAMPLE INTERNSHIP PROPOSAL/DESIGN STATEMENT

Use this sample as a guide to completing your internship application packet.

### **I. CAREER GOALS**

To attain a career in middle to upper level corporate management. I am especially interested in getting involved with the food industry. Companies that I am looking at include General Mills, General Foods, Kraft, and Nabisco. I believe that with my interests in the food industry, I will be able to ultimately achieve a successful management career in this field.

### **II. DESCRIPTION OF LEARNING OBJECTIVES**

From this internship I plan to learn about and gain practical experience in employee supervision and middle management office procedures. I have been hired as the student supervisor in the Towers Dining Hall for the entire 1997-98 academic year, of which only the first semester will be an internship. I will be working ten hours a week as the supervisor for four dinner meals. My job duties entail training, scheduling, disciplining and motivating twenty-five student employees during all of the dinner meals I supervise. Based on my past experiences as a Macke Foods service employee, I will be able to understand employee problems and be able to help solve them. I think that since I am now their boss, I will be more aware of their needs and wants. Also, I will be able to incorporate my class-room knowledge into my job as the student supervisor. Such knowledge comes from courses I have taken including Principles of Management, Labor Relations, and Organizational Behavior. By com-bining my classroom knowledge with my past experiences, I am capable of handling the job.

Working with middle management will give me practical experience in office procedure. I will be assisting the management team in various areas, such as budgeting, purchasing, internal control, inventory, and payroll. I will help in estimating food consumption based on statistics from past periods. This will help us to maintain our budget and to estimate the amount of purchases needed. Employee theft has been a big problem, and I will be assisting the management team on some new internal control policies. Inventory must be taken frequently, so I will be assisting in that area as well. Finally, payroll must be done weekly for the ninety student employees, a job that is solely my responsibility. By incorporating knowledge attained from Principles of Management, Production Management, Accounting, and Law I into my internship, I plan to learn many insights into middle management office procedures.

### **III. DESCRIPTION OF PLACE OF INTERNSHIP**

My place of internship is the Towers Dining Hall located on the Ithaca College campus. It is owned by Ithaca College and is run under a food service contract by the Macke Company. I will serve as manager four days a week in charge of insuring that the meals are being served correctly and that the employees are working satisfactorily based on guidelines set down by the management. By talking with employees, customers, and management, and by listening to their ideas and comments, I plan to help improve worker efficiency and productivity. One day a week, I will come into the office to perform office duties. I will be there to assist middle management in budgeting, purchasing, internal control, and payroll as detailed above. Each week I will concentrate heavily on one of the five subjects listed above so that I can gain a comprehensive understanding of each of the subjects by the end of the internship. Serving as the student supervisor will give me the opportunity to understand my learning objectives set forth in section II above. For my duties performed in the Towers Dining Hall, I will receive \$5.15 per hour. I will be working ten - twelve hours per week for 15 weeks.

### **IV. PREPARATION FOR UNDERTAKING THE INTERNSHIP**

I am presently a senior Management major in the School of Business. I have successfully completed all but two of the required courses in my major and many of the business electives. Since I have completed the majority of the courses that are necessary for a degree in Business Management from Ithaca College, I think that I am capable of handling the responsibility of a job at this time.

For the past two years, I have been an employee for the Macke Company, with jobs that range from dishwasher to cook. Also, for three years during the summers, I was employed by the Raritan Valley Country Club as a chef's assistant. I think that with my five years experience in the food industry, coupled with my coursework taken here at Ithaca College, I have a thorough background to undertake this internship.

**V. NATURE AND SCOPE OF PROJECTS AND PAPERS TO BE SUBMITTED**

The working experience of the job will be divided into two sections, supervision and office procedure. I will keep a daily log of all my activities at work, and these will be summarized every three weeks in a meeting with my faculty sponsor. During the meeting, we will discuss any problems that I am having, and what can be done to improve my performance. A mandatory meeting will take place at the midterm to discuss my progress and the topic for my final report, which will be between 10 and 15 pages in length. In addition to this final report, I will also complete a paper

summarizing all my job activities and learning situations. These two assignments will be turned in prior to the end of the semester for grading.

**VI. FACULTY SPONSOR**

Dr. Youknow Who  
Associate Professor of Management  
School of Business  
444 Smiddy Hall  
274-1111

**VII. INTERACTION WITH FACULTY SPONSOR**

At least one site visit by my faculty sponsor will take place during the internship. Due to the nearby location of my place of internship, additional visits will be encouraged. Every three weeks or so, a meeting will take place with my sponsor. The final report and summary paper will be typed and handed in on the dates we chose together. We will meet at other times if necessary during the course of the internship.

**VIII. FIELD SUPERVISOR**

Ms. Ima Boss  
Dining Room Manager  
Towers Dining Hall  
Ithaca College  
274-2222

Ms. Boss is a 1980 graduate of the Hotel School at Cornell University. She also obtained a minor in nutrition at Cornell. She has been employed by Macke Company for three years. Ms. Boss will serve as my direct supervisor for the length of the internship. She has agreed to oversee my supervisory work, and I will assist her with office procedures. All my work will be evaluated by her and her superiors on an ongoing basis.

**IX. METHOD OF EVALUATION BY FACULTY SPONSOR**

A pass/fail grade will be given by my faculty sponsor depending on the quality of my internship, the final report, and summary paper. My faculty sponsor will receive an on-the-job- performance evaluation from my field supervisor at the end of the internship.

**X. CREDITS**

This internship will be taken for three (3) credits

**XI. AMOUNT OF CREDIT FROM PRIOR INTERNSHIPS**

None

**XII. COURSE NUMBER FOR THIS INTERNSHIP**

887-49800

**XIII. ADDITIONAL COMMENTS (if any)**