

CSUN NAZARIAN

COLLEGE OF BUSINESS & ECONOMICS

Career Education and Professional Development Center (CEPD)

Project Proposal Template – Fall 2022

CURRENT JOB DETAILS

Student Name: _____

ID Number: _____

Major: _____

Career / Professional Goals:

Current Job Title: _____

Current Job Description – (must include specific duties/responsibilities/tasks):

Specific Schedule / Work Hours: _____

Company Supervisor: _____

Schedule/Project Hours:

Project Supervisor – *(cannot be the same as your company supervisor):*

Final Project – *(must be submitted to the CEPD Center via email and bring a physical copy to your presentation):*

Final Presentation – *(Must be presented and emailed to the CEPD Center and Department Chair):*

Project Timetable for Fall 2022

	Deadline	Done?	
Appointment with CEPD Staff:			<i>(appointment required <u>before</u> you submit your proposal)</i>
Proposal:	August 26 th by 12pm		
Project Start Date:	August 29 th		
Milestone 1:			<i>(SMART goal – deadline suggested around week 3)</i>
Milestone 2:			<i>(SMART goal – deadline required before Mid-Semester Appointment)</i>
Mid-Semester Appointment with CEPD Staff:	October 18 th , time TBD		<i>To review first two milestones</i>
Milestone 3:			<i>(SMART goal – deadline suggested around week 9)</i>
Milestone 4:			<i>(SMART goal – deadline suggest around week 12)</i>
Time Log:	December 9 th by 12pm		
Self-Evaluation:	December 9 th by 12pm		
Employer Evaluation:	December 9 th by 12pm		
Additional Employer Evaluation:	December 9 th by 12pm		
FINAL DUE DATES:			
Final Project & PowerPoint:	December 5 th by 12pm		
Final Presentation:	TBD, during week of December 5 th		

I have read and agree to the above deadlines for my Project-Based internship for
Fall 2022.

ACCEPTED:

Signature: _____ Print Name: _____ Date: _____

Any further questions or concerns, please contact our office at (818) 677-4697
or email us at business.internships@csun.edu.