

# PROJECT-BASED INTERNSHIP PROPOSAL GUIDELINES

## Requirements:

In order to qualify for a project-based internship you must:

- Be employed in a full-time position (at least 30 hours per week); AND
- Working at a company related to your intended career path

These internship hours will be outside of your normal job duties, department and work hours. It cannot be additional job duties only.

## To report a project-based internship:

1. Attend an Internship Orientation.
2. Schedule an appointment with CEPD Staff.
3. Complete Project Proposal Template & Timetable.
4. Report Internship Experience on Handshake & attach your Project Proposal/Timetable.

## End-of-semester requirements:

1. Complete your self-evaluation that will be sent via SkillSurvey.
2. Your internship supervisor, along with another colleague from your employer, must complete the employer surveys that will be sent to their emails from SkillSurvey.
3. Submit your completed Time Log to CEPD Center in BB2234 before the semester deadline.

## End-of-Semester Report & Presentation:

1. Email your PowerPoint Presentation and Deliverable to the CEPD Center – [business.internships@csun.edu](mailto:business.internships@csun.edu) with the subject line: “Completed 498 Deliverable & PowerPoint: Student Name (ID Number)”.
2. Bring a physical copy of your Deliverable to the CEPD Center prior to your presentation.
3. Present your Final Project before the Week of Finals.

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**CSUN NAZARIAN**

COLLEGE OF BUSINESS & ECONOMICS

## Current Job Details:

Detail out your current position and your career/professional goals.

## Proposed Project Details:

Objectives, Goals & Purpose - This should discuss the purpose of your project, what you hope to accomplish, the reasons why, and what you hope to learn/gain from the project.

This is an opportunity to take the next steps on your already-started career path.

Specific Duties/Responsibilities/Tasks/Research - This should describe the project in complete detail. Specify what the four Milestones you will work towards are. These Milestones should be SMART goals that will be due throughout the semester.

Schedule/Project Hours - In what hours outside of your paid job will you complete the project? Remember, this project should not interfere with your current position and **should be completed outside your normal work hours.**

Project Supervisor – (May not be the same as your company supervisor): Who will supervise your project and evaluate it at the end of your internship?

Final Project Deliverable – This is a report describing the process, and objectives for the final tangible project. Remember that you will complete 135 hours and the project should reflect this, so the work involved should be substantial.

*A copy must be submitted to the CEPD Center via email and a second copy must be brought to the office for your presentation.*

Final Presentation – This will be a 15-minute presentation of the final project, should have ten slides, and contain no font smaller than thirty points.

*Must be presented the week before finals and emailed to the CEPD Center.*

Project Timetable - Set deadlines for your Milestones. You will need to fill out the Project Timetable (see last page for a blank template) and submit with your proposal.

**I have read and agree to the above project details.**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

# PROJECT PROPOSAL TEMPLATE

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## Current Job Details

Student Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

Major: \_\_\_\_\_

Career/Professional Goals:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Career Job Title:

Current Job Description - (Must include specific duties/responsibilities/tasks):

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Specific Schedule / Work Hours: \_\_\_\_\_

Company Supervisor: \_\_\_\_\_

## Proposed Project Details

### Objectives, Goals & Purpose:

[illegible]

Specific Duties/Responsibilities/Tasks/Research:

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Milestone 1:

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Milestone 2:

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Milestone 3:

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Milestone 4:

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Schedule/Project Hours:

Project Supervisor:

**Final Project-** (Please read the statement below):

I agree to turn in both a physical and a digital copy of my final project to CEPD by the deadline.

**Final Presentation-** (Please read the statement below):

I agree to turn in both a physical and a digital copy of my final presentation to CEPD by the deadline.

# PROJECT TIMETABLE

Please fill out the timetable below with your goals and anticipated deadlines for the semester.

Task	Description	Expected Deadline
Appointment with CEPD Staff	Appointment is required <u>before</u> you submit your proposal	
Proposal		Week 1
Project Start Date		Week 1
Milestone 1		
Milestone 2		
Mid-Semester Appointment	Appointment is required <u>before</u> continuing to Milestone 3 &4 Mock Presentation with current and future Milestones	Week 5 - 7
Milestone 3		
Milestone 4		
End of Semester Requirements	2 weeks before End of Semester Time Log, Self-Evaluation, Employer Evaluation, and Additional Employer Evaluation	
Final Report & PowerPoint	2 weeks before End of Semester	
Final Presentation	2 weeks before End of Semester	

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

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Questions or concerns, please contact our office at  
(818) 677-4697 or email us at [business.internships@csun.edu](mailto:business.internships@csun.edu).