

Internship Proposal

The proposal for internship should have the following information.

Internship Course Number: (e.g., HRDO 571)

Name:

Address:

Phone:

E-mail:

Starting Date:

Ending Date:

Name of Field Mentor:

Field Mentor Home Address:

Field Mentor Phone:

Field Mentor E-mail:

Name of Univ. Mentor:

Type of Certificate Sought (if any - e.g., Instructional Systems Design)

Purpose of the Internship:

Objectives of the Internship:

Products of the Internship:

Internship Outline:

A sample completed proposal follows

Sample Internship Proposal

Internship Course Number: HRDO 571

Name: Denise S. Smith

Address: 1200 Main St., Minneapolis, MN 55401

Phone: 612-111-2222

E-mail: DSSmith@stthomas.edu

Starting Date: Jan2, 2001

Ending Date: March 15, 2003

Name of Field Mentor: Joe Diem

Field Mentor Home Address: 45 2nd Ave, St. Paul, MN 55012

Field Mentor Phone: 651-444-5555

Field Mentor E-mail: Jdiem@aol.com

Name of Univ. Mentor: Dr. M. Kusy

Type of Certificate Sought: Organization Development

Purpose of the Internship:

XYZ organization has recruited about 120 line managers to assist in the delivery of various training programs. We have done a good job of making them content experts, but we've done nothing to help them with process. They are not trainers by education or experience. We need to spend some of our training preparation time with them to cover principles of adult learning, effective presentation techniques, group involvement methodologies, and handling problem participants. This internship has been designed to assist XYZ organization to do this.

Objectives of the Internship:

1. To design, deliver and evaluate a train-the-trainer course for line managers who conduct management development programs.
2. To form a trainers' network to provide an information forum for all those responsible for training to discuss issues and exchange ideas and resources.

Products of the Internship:

A training program that can be used by any trainer at XYZ to assist line managers in becoming more effective in the classroom.

*Skills I'll Be Using:**

Application of adult learning principles; selecting and using A/V hardware; scanning, synthesizing and drawing conclusions from data; facilities skills; feedback skills; group process skills; intellectual versatility; research skills; organizational behavior skills; presentation and questioning skills; use of training and development techniques; writing skills; relationship versatility.

* For further information, please refer to: McLagan, P.A. (1989). *Models for HRD practice. Training and Development Journal*, 43, (9), 49-59.

Internship Outline:

Internship Task Outline	Time	Evaluation
Describe the major tasks to be accomplished.	List estimated time involved for task and evaluation.	List: (1) who will evaluate the task; (2) what will be used as the source of the evaluation; (3) how the evaluation will occur; and (4) when the evaluation will occur.
Conduct a needs assessment with the current group of line managers regarding successes/frustrations in the classroom (use of a written survey and selected focus groups).	40 hours	Who: Field/Univ. Mentor What: Survey Results How: Summary of Data When: February, XXXX
Benchmark with best practices colleagues in 5 other organizations using line managers, and discuss what they do for train-the-trainer (T-T-T).	15 hours	Who: Field Mentor What: Report of Findings How: Meeting/Discussion When: October, XXXX
Review T-T-T programs available to evaluate their quality and appropriateness to XYZ's needs.	30 hours	Who: Field Mentor What: Written Summary How: Meeting When: November, XXXX
Contact other trainers at XYZ to determine their interest in forming a trainers' network. Set up first meeting.	15 hours	Who: Field Mentor What: Report How: Meeting When: November, XXXX
Design T-T-T course, using data from needs assessment focus group, trainers' network.	60 hours	Who: Field/Univ. Mentor What: Manual How: Review When: December, XXXX
Conduct a pilot with a new group of line managers being prepared to teach a management development program. (Option: If timing isn't right to work with line managers, then conduct pilot with trainers' network.)	30 hours	Who: Univ. Mentor What: Training Course How: Observing Course When: February, XXXX
Evaluate the effectiveness of the program.	20 hours	Who: Field/Univ. Mentor What: Pilot Evaluation Form How: Written Report When: February, XXXX
	Total: 210 hours	