

FORM F
Final Project Proposal

The internship project should be an independent effort that you conduct as part of your internship experience that will assist your agency in accomplishing its objectives, and also allows you to learn through the development of a project that involves your professional interests. The internship project will challenge you to consider what the needs of your agency are, and what lasting project could you leave as a contribution from your time as an intern there. Examples of projects include developing environmental education curricula, staff training manuals, campground construction contracts, or risk management plans. These are the kinds of projects that managers and professionals develop as a part of their work: they fill in the "blank spots" of an agency and usually satisfy some need or help the agency evolve professionally. **PLEASE COMPLETE THIS FORM AND HAVE YOUR SUPERVISOR SIGN OFF ACKNOWLEDGING THAT S/HE SUPPORTS YOUR PROPOSED FINAL PROJECT. It is your responsibility to ensure that your supervisor signs off on this form.**

Student Intern: _____ E-mail: _____

Agency: _____ Agency Supervisor: _____

Agency Supervisor Signature: _____

Agency Supervisor Phone & Email: _____

ATTACH A SEPARATE SHEET OF PAPER THAT ANSWERS THE FOLLOWING 3 QUESTIONS:

1. Clearly describe the project proposal (e.g., design a website for two of the agency's programs).
2. Clearly state the rationale for the project (e.g., the agency does not have a website and has not been able to reach a broader constituent base).
3. Describe what the outcome of your project will be (e.g., a website).

Project Timeline: *Set dates for the accomplishment of specific portions of your project*

Propose project by _____

Intermediate project benchmarks:

1. _____ by _____
2. _____ by _____
3. _____ by _____
4. _____ by _____
5. _____ by _____

Complete project by DATE: _____

Be sure to include documentation of your project in your final report.

PLEASE NOTE: IF YOUR FINAL PROJECT INVOLVES CONDUCTING A SPECIAL EVENT, YOU WILL BE REQUIRED TO CREATE A BINDER (AT LEAST 7-10 PAGES) OUTLINING EVERY ASPECT OF HOW YOU CREATED THAT EVENT, FROM CONCEPTUALIZING THE IDEA, TO EXPLAINING HOW YOU SOLICITED SPONSORS TO PROVIDING A COPY OF THE FORM YOU USED TO EVALUATE THE EVENT.

IF YOUR FINAL PROJECT INVOLVES CREATING A MEDIA ITEM (E.G., A WEBSITE, A BROCHURE, A TRAIL MAP FOR AN AGENCY, PLEASE NOTE THAT YOU WILL NEED TO CREATE A DETAILED REPORT (AT LEAST 7-10 PAGES) ABOUT HOW YOU CREATED THE MEDIA ITEM. WHAT MARKETING STRATEGIES DID YOU USE TO CREATE THE ITEM? HOW DID YOU GATHER THE INFORMATION FOR THE BROCHURE? HOW WILL THE TRAIL MAP BE MARKETED TO POTENTIAL USERS?