



THIS IS ONLY A GUIDE. THE FORMAT OF YOUR REPORT SHOULD BE AGREED ON BY YOU AND YOUR FACULTY SPONSOR

**A GUIDE TO THE PROJECT PROPOSAL
Internship Program
College of Business/Texas A&M University-Corpus Christi**

I. SPIRIT OF INTERNSHIP AND PROJECT

- A. Leave the organization a better place than when you arrived.
- B. Place your unique stamp on the project.
- C. Improve a product, process, or method of doing business.

II. FACULTY SHEET CONTENT

Describe:

- A. Your overall work responsibilities.
- B. The nature of your project, the problem to be solved, and the analysis to be made.
- C. Why this project is important and to whom.
- D. Relevant courses to your project and why.
- E. Methodology or tools used in the project analysis.
- F. Form of the final report.
- G. Additional information.

III. SEEK OUT HELP

- A. Work with your immediate supervisor soon after starting the internship in identifying a project.
 - B. Identify the scope of the project and the part that you will contribute. Many times you will only complete a portion of the total project.
 - C. Seek out help from the Business School faculty sponsor in developing surveys and questionnaires, in gathering statistical data, in analyzing results, in developing your outline, and in reviewing drafts of your oral and written reports.
 - D. Use the Writing Center for help in grammar, spelling, punctuation, and writing style.
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Logistics

- A. Faculty sheets are due in the College of Business by October 1st for Fall internships, by March 1st for Spring internships.
- B. This proposal is to be typed or word-processed.
- C. It will be reviewed by your faculty sponsor. A copy will be returned to you, usually within one week.
- D. It will either be approved as written, approved with modifications (where clarification by you in writing may be required), or disapproved for review.