



INHQ 6; 7 Proposal Form - Kphqt o ckleu Invgt puj kr

INHQ'6; 7 Guidelines:

1. **To propose an intgt puj kr** in Informatics, you must prepare and present your proposal to the iSchool faculty member who will supervise and evaluate your independent study at least **4 weeks in advance of the quarter** in which registration is intended. The student should insure that the faculty member and site supervisor have read the Informatics internship guidelines so that they understand their responsibilities in working with the student on the internship.
2. Once the faculty member has agreed to your proposal, submit your completed INFO 495 form **3 week in advance of the quarter** in which registration is intended (include your formatted proposal). Remember that this form represents an agreement between you and the faculty supervisor as to what will constitute the internship and how it will be evaluated during that quarter.
3. Complete the INFO 495 form and digitally sign.
4. Route your completed INFO 495 form to your **Faculty Sponsor** including your statement of interest.
5. After you receive the digitally signed form from your Faculty Supervisor, route it to the **Uwg'Uwr gt xluqt** including your statement of interest.
6. After you receive the completed digitally signed form from the Site Supervisor (including all of the other signatures), send the completed form with your statement of interest to Jayson Curry, Informatics Program Assistant: jaysonc@uw.edu.
7. Once approved, the form will be printed for your student record and you will be issued an add code to register between 1 – 5 credits per quarter. Expect approximately 3 hours of work per credit per week. All three signatures must be present to receive an add code. When approved an add code will be emailed to the student. Please note: You are allowed a maximum of 12 credits total for Internship credits while in the Informatics program.

INHQ'6; 7 Proposal Form

1. Job Description
 - *Provide any applicable job description from your site supervisor.*
2. Responsibilities and Tasks
 - *Identify the projects(s) and tasks that you will engage in, in order to achieve your internship objectives.*
3. Learning and Performance Objectives
 - *Include a list of objectives identifying what you would like to learn through the Internship.*
4. Textbooks and/or Resources Required
 - *List texts, articles, 'uqhy ct g and other resources, as applicable.*
5. Expected outcomes/Project Deliverables
 - *Identify what you will produce as evidence of your work and achievements for this course.*
6. Evaluation/Evaluative Criteria/Assessment Method
 - *Describe the criteria the faculty member might use to judge whether or not you will receive credit and include a list of everything that will be turned in to the faculty member for evaluation. (Note that when you meet with your faculty supervisor that he/she might request additional evidence/criteria.) Explain any other components related to how the Internship will be assessed for the final grade. 'Kpvt puj kr' i t cf kpi 'ku'et gf klpq'et gf k'qprf 0*

If you have any questions, please contact Lc{uqp'Ewt t} at [lc{uqpeB wy Qf w}](#) located in the Student Services Office in Mary Gates Hall 470.

Student Name:	Quarter/Year:
Student Number:	Credits (1-5 variable): <i>1 credit = 3-4 hr/work per week</i>
Student UW Email:	IPHQ 6; 7 Faculty Sponsor:
Slg'Uwr gt xluqt 'P co g<	Rqulsqpp'qt 'Vlsqg:
Qti cpk cvkqp:	O cklpi 'Cf t gur
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IPHQ'6; 7 Proposal: If you need more space, please include attachment.

Digital Signature Instructions > 

Student Signature: _____ Date: _____

INFO 495 Faculty Sponsor Signature: _____ Date: _____

Site Supervisor Signature _____ Date: _____

INFO 495 Faculty Sponsor:	Comment:
Site Supervisor:	Comment:

FOR OFFICE USE ONLY		
SLN: _____	FACULTY CODE ASSIGNED: _____	DATE: _____