## Part I: Contact Information

This proposal for the UC San Diego Career Connection Internship Assignment is submitted by:

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| **Name:** |  | | |
| **Working Title:** |  | | |
| **Classification Title:** |  | | |
| **Department:** |  | | |
| **Extension:** |  | **Fax number:** |  |
| **E-mail address:** |  | **Mail code:** |  |

Name of the individual to be contacted on matters regarding this application:

|  |  |
| --- | --- |
| **Name:** |  |
| **Extension:** |  |
| **E-mail address:** |  |

### Part II: Brief Synopsis of Proposed Internship

**1.Describe the type of internship you are recruiting for.**

Please describe the type of internship you want to recruit for.Provide a brief description of the project/activities of this internship. Describe in non-technical language and in no more than 30 words the project to be carried out by the intern.

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**2.Duration, % time, and funding of internship.**

Please note the duration and the percentage of time required of the intern to fulfill this assignment (e.g., 50% time for 1 year).If you are flexible regarding the % time, indicate so here (e.g., flexible 25% to 50 % for 3 months to a year).The minimum duration for an internship is three months and the maximum is one year, at 50% time.

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Funds will be allocated to the intern’s home department at the intern’s current classification, in order to provide temporary replacement assistance for the duration of the internship assignment.The maximum funding level that will be offered to support the home department replacement will be at the median range of the intern’s current classification.Approximately seventy percent of this amount will be funded by the Internship Initiative, with the sponsoring department contributing the remaining 30%.

List the sources of sponsoring department funds:

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| --- | --- |
| Account fund number |  |
| Account index number |  |

Actual funds are determined when the interns are hired and salaries are set.

## Part III: Questions about the Internship Assignment

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| 1. Briefly describe the **specific job duties** the intern will be assigned (such as the 3 - 5 major job duties in a job description). If the intern will be working on a project-focused internship, please describe background and goals of the project. |
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| 1. List the **competencies** (knowledge, skills, abilities, or attitudes) the intern must have prior to beginning the internship. |
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| 1. List the **skills and knowledge the intern can expect to gain**, and the professional contacts the intern can expect to make, from their participation in the internship. Please note that the internship assignment should be designed with 20-30% time spent in job training and career development. |
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| 1. Briefly describe the **proposed project accomplishment**(s) and indicators that the internship project/assignment has been successful. |
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| 1. Please indicate **location of office space** for the proposed internship. |
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| 1. Can you provide the following to the intern? (Please check) |
| desk, phone, office supplies |
| computer (Note: access to a networked computer is required for most positions) |
| clerical support |
| professional development opportunities |
| other (please specify): |
| 1. Please attach an **organizational chart** of your department, detailing the position(s) of the sponsoring department supervisor(s) and the potential intern. |
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| 1. Please indicate the names of other units or committees that share functional responsibility for the proposed internship project. A functional chart showing each role is required. It is an expectation that collaboration and role clarification be done prior to submission of the proposal. |
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| 1. Why is this work important to UC San Diego? |
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| 1. Is there anything else you want the committee to know about this proposal? |
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For more information of the UC San Diego Career Connection Internship Initiative,   
please contact the Internship Coordinator at extension x46466.