

**MASTER OF ARTS IN HUMAN SERVICES, ST. EDWARD'S UNIVERSITY**

**INTERNSHIP PROPOSAL FORM SAMPLE**

**HSCR 6348 and HSEL 6328**

**Conflict Resolution Internship**

[STUDENT NAME]

[SEMESTER & YEAR]

**I. Background**

- 1.1 I am interested in an internship which will allow me the opportunity and experience of participating in a program that deals directly with people and conflicts. My interest in conflict mediation has continued to grow as I have participated in the mediation process in the classroom. The opportunity to take my classroom experience outside the school would be a great challenge and privilege for me. I will use the internship opportunity to continue my education, knowledge, and gain more experience in conflict mediation.

I am presently employed \_\_\_\_\_ and am assigned to \_\_\_\_\_. With my present employment I am able to apply many strategies that I learned in the conflict mediation courses. With this in mind, I approached [PROFESSOR'S NAME] with the prospect of her supervising my internship. I have gained much knowledge from [PROFESSOR'S NAME] and feel that I would be able to gain more knowledge and experience in an internship that she would be supervising.

My resume is attached, which details my current and prior experiences.

**II. Description of Internship**

- 2.1 Internship Site and Environment-The Internship will involve work with the \_\_\_\_\_ within their \_\_\_\_\_ Department. I will assist with the \_\_\_\_\_. The program serves as an independent and confidential resource, assisting parents, and the community in resolving problems, complaints, conflict and other school-related issues when normal procedures have failed. Additional information can be provided if needed.

2.2 Internship Goals

1. To gain knowledge and experience in managing conflict
2. To gain professional experience in dealing with issues surrounding employee relations, community relations, parent complaints, and other school related issues
3. To gain experience with facilitation and mediation
4. To better understand some of the professional opportunities available to conflict professionals, in both the public and private sector

### Internship Objectives

1. Gain a better understanding of how to approach conflict and change in an organizational setting based on observation and participation in the process.
2. Co-Mediate and Co-Facilitate sessions with the supervisor(s)
3. Gain experience with the complication of data regarding the mediation process.

### 2.3 Activities and Roles

1. Co-Mediate school district cases
2. Participate as a resource to complaints by providing an alternative to the formal complaint process.
3. Assist complainants in clarifying their issues and generating options for resolution
4. Serve as a resource to campus and Central administrators by providing tools for effective problem resolution
5. Hear anonymous requests for information and provide referrals
6. Conduct informal interventions and mediations
7. Make recommendations for change

2.3.1 Timeline-I plan to fulfill 150 hours as required for this internship. I begin the internship the week of [MONTH, DATE, YEAR], and will complete the internship the week of [MONTH, DATE, YEAR]. I estimate about 10 hours per week will be spent at \_\_\_\_\_. This Schedule will be adjusted as needed by site supervisor.

2.3.2 Evaluation- Throughout the course of the internship, I will prepare brief, one page summaries of major task and activities in which I participate. These summaries will outline the processes I observe or participate in, the outcome, and what I learned from this experience. I will be in regular communication with my primary site supervisor who will provide me with regular feedback about my progress and development.

At the end of the internship, the evaluation will initially be self-directed. I will assess, with the help of the internship supervisor, My strengths, as well as areas to consider for future growth, based on my experiences during the internship. I will also evaluate for myself whether or not the goals and objectives of the internship were attained, through discussions with my internship supervisor.

## **III. Involved Parties**

- 3.1 Company or organization including the name of the site supervisor  
- Company: [NAME]

- Site Supervisor: [NAME & POSITION]
- 3.2 Site Supervisor's familiarity with your field of discipline  
[EXPLAIN]

#### **IV. Roles and Responsibilities of the Intern**

- 4.1 Proposed role on intern and processes to be engaged in during the internship

I will be involved with \_\_\_\_\_ in the project, assisting in co-mediation on school district cases. The office will serve as an independent and confidential resource, assisting parents and the community in resolving problems, complaints, conflicts, and other school-related issues when normal procedures have failed.

- 4.2 Proposed responsibilities of the intern

I will be a part of the \_\_\_\_\_ office and will be expected to assist with co-mediation, intake forms, answering the telephone, setting up appointments, and any other assigned duties during my internship.

#### **V. Roles and Responsibilities of the Site Supervisor**

- 5.1 Include methods and frequency of communicating with internship supervisor

1. Assist me with formulating the expectations and outcomes of the internship
2. Guide and instruct me in my duties
3. Communicate expectations
4. Provide feedback and evaluation
5. Be available for guidance and to answer questions

#### **VI. Compensation**

- 6.1 Cite whether or not there will be compensation for this project

I [WILL OR WILL NOT] be compensated for my time during this internship

#### **VII. Resolution of Disputes**

Include proposed process for resolving potential disputes between intern; site supervisor and/or internship instructor

**Will be as follows:**

1. Address concerns directly with the person(s) involved
2. If the dispute can not be settled, the concerns should be addressed with either the supervisor/instructor and me or all three together (site supervisor, internship supervisor, and the intern)
3. If a settlement cannot be reached, the director of the MAHS program (Constance Porter) should be involved in the next discussion of the concerns
4. If there is still no resolution of the dispute, a neutral third party should be involved in the conflict and facilitate and agreement
5. If no agreement is reached, the University's Judicial Procedure, as explained in the St. Edwards University's Student Handbook should be utilized.

SAMPLE