

**Administrative Internship Proposal
(EDU 698 SDL)**

Submitted by: _____ Date _____

EDU 698SDL requires the intern to complete 300 hours of administrative experience with a minimum of 30 administrative hours at the Regional/District Office.

Please identify the following:

Regional/District Office in which you will be conducting your internship (30 hours)_____

Name and phone number of site supervisor at the Regional or District Office

Briefly identify the activities you plan to conduct at the Regional or District Office _____

Case Study:

The case study provides the intern with the opportunity to examine in depth a significant issue that exists in the Region or District. The case study should address an issue that is regional or district-wide. It should discuss the background of the issue, analyze probable causes, action taken to cope with the issue, the results of such actions, and recommended solutions for the future. The case study is expected to be between 5 and 10 pages.

Please identify the issue to be examined in your case study _____

Intern's Signature _____
Regional/District Site Supervisor's Signature _____

**Receipt of this form is required for EDU 698SDL registration
YOU WILL NOT BE ABLE TO REGISTER WITHOUT THIS FORM**

