



ORGANIZATIONAL LEADERSHIP DOCTORAL PROGRAM INTERNSHIP APPROVAL FORM

Name: _____ Cohort Year: _____

Proposed Site: _____

Proposed Start Date: _____ Proposed Completion Date: _____

Name and Title of Site Supervisor: _____

Email Address: _____ Phone Number: (____) _____

Description of Internship Project Expectations:

In approximately two (2) pages, please explain the proposed Doctoral Internship. Discuss the details: who, what, when, where, and why. You must discuss how this project will involve “new learning” on your part, and you must also describe your proposed scholarly product.

Make sure you attach any relevant supportive materials. You are required to have your site supervisor submit a letter or email of support on your behalf with this document. Projects will not be approved and you will be unable to register for the Internship until you complete this requirement.

Note that you must put in a minimum of 45 hours per credit hour (or a minimum of 270 hours) of time working on the project, and this internship **must not** be a regular part of any employment responsibilities you currently hold – you can complete the Internship over one semester (six credits) or two semesters (three credits each), including in the Summer session. Once you have received approval to complete your Internship, you must receive a permission code to register from the program coordinator. Make sure you have your internship approved **at least one month** before the beginning of a semester – failure to register on time will result in your progress being delayed.

Finally, please include a detailed timeline documenting how you will complete the 90 hour requirement. Note that you will be required to submit documentation verifying your completion of these hours (utilizing the Internship Documentation of 90 Clock Hours Required Form). This documentation must be signed by your site supervisor. Failure to complete any of these requirements will result in a failing grade for the Internship.



Examples of acceptable projects include (but are not limited to):

- Active leadership/coordination/planning of event, project or activity
- Participation in relevant training or other educational courses
- Leadership shadow experience
- Development of a curriculum guide/leadership manual in your area of expertise
- Grant writing for your site or ORLD program
- Publication within your area (or submission attempt at a minimum)
- Presentation at International Leadership Association or other national academic conference
- Extensive literature review related to potential dissertation topic (i.e. annotated bibliography)
- ORLD office assignment (NOTE: only 1 per semester available)
- Other experiences approved by Coordinator and Internship committee members

Required Signatures (Internship coordinator and Internship committee members):

1. Name: _____ Signature: _____ Date: _____

2. Name: _____ Signature: _____ Date: _____

3. Name: _____ Signature: _____ Date: _____

Approval of ORLD Coordinator:

Name: _____ Signature: _____ Date: _____



INTERNSHIP PROPOSAL NARRATIVE STATEMENT TEMPLATE

NAME (COHORT YEAR)

DATE

INTRODUCTION

Introduce your internship topic.

OBJECTIVES

Provide a few objectives for the internships. Describe what you want to accomplish.

QUESTIONS YOU WILL ANSWER

Describe the questions you will answer in regard to organizational leadership.

THEORETICAL FRAMEWORK

Describe the literature that relates to your topic. Be specific and tie it to your internship.

TIMELINE & LOGISTICS

Describe *in detail* the timeline and hour requirement you will fulfill in the internship. Also describe the logistics in terms of whom you will be working with.

RELEVANCE TO ORGANIZATIONAL LEADERSHIP

How does this internship inform your understanding of the field of organizational leadership?

ASSESSMENT

Describe how you will assess the success of your internship. Also, describe the scholarly product you will present to the committee.

REFERENCES