

Consortium Internship Program Forms Checklist

Please send all forms to the Internship Program Coordinator.

- **Contact Form**
Due at the completion of the intern selection process.
- **Project Form**
Due within 2 weeks of starting the internship.
- **Final Report & Evaluation**
Due at the completion of the internship.

A Word document version of these forms are available upon request from the Coordinator.

Consortium Internship Program Contact Form

Please email a completed Contact Form to the Internship Program Coordinator at the completion of the intern selection process.

Intern Contact Information:

Name: _____

Email: _____

Phone: _____

Institution of Study Information:

Campus Name: _____

City: _____ State: ____

Graduate Program Name: _____

Graduate Program Advisor Name: _____

Graduate Program Advisor Phone: _____

Graduate Program Advisor Email: _____

Internship Site:

Campus Name: _____

City: _____ State: ____

Center/Office Name: _____

Site Supervisor Name: _____

Site Supervisor Phone: _____

Site Supervisor Email: _____

Consortium Internship Program Project Form

Please email a completed Project Form to the Internship Program Coordinator within 2 weeks of starting the internship.

Contact Information:

Intern Name: _____

Intern Email: _____

Intern Phone: _____

Internship Site Campus Name: _____

Site Supervisor Name: _____

Site Supervisor Email: _____

Site Supervisor Phone: _____

Proposed Project

Describe the project you intend to complete as an intern. Include objectives and relevance to your career goals in the field of LGBT resources in higher education. Describe how the project will benefit the hosting institution and how it will benefit the Consortium.

Consortium Internship Program Final Report & Evaluation

Please email a completed Final Report & Evaluation to the Internship Program Coordinator at the completion of the internship.

Contact Information:

Intern Name: _____

Intern Email: _____

Intern Phone: _____

Internship Site Campus Name: _____

Site Supervisor Name: _____

Site Supervisor Email: _____

Site Supervisor Phone: _____

1. Describe your Project. The Consortium will share this information in our Newsletter, and provide an opportunity for interns to present at the LGBT Campus Administrators Institute at the NGLTF Creating Change Conference.
2. Describe the activities you participated in during your internship.
3. Share skills and knowledge you gained from the internship experience.
4. Suggest improvements to the internship experience.
5. Share the best aspects of the Consortium Internship Program.