A close-up of a logo

Description automatically generated

**PhD+ Internship Program: Internship Host Request Form for PYO Option**

Thank you for your interest in hosting an intern through the PhD+ Internship Program. This form is a required component of the Propose Your Own (PYO) option, and you are being asked to complete it as a potential host site. Please provide as much information as possible, and contact Todd Moellendick, Assistant Director of Special Projects (tm3wz@virginia.edu) with any questions you may have.

Send the completed form to the student so they may include it in their application materials. The deadline for the student to submit all materials to PhD Plus is April 1, 2024.

1. **ORGANIZATION NAME:**

1. **ORGANIZATION’S WEBSITE:**

1. **MENTOR-** Who will serve as the intern's mentor for the duration of the experience? Provide their name, title, and contact information:

1. **CAREER DEVELOPMENT:**

**This internship will prepare interns for careers in any of the following: (Highlight all that apply)**

Academic Research and Administration

Advocacy and Policy

Communication, Outreach, and Publishing

Consulting

Data Science

Entrepreneurship and Venture Capital

Faculty

Government

Industry and For-profit

Non-profit

Patent and Commercialization

Teaching

1. **SKILLS DEVELOPMENT:**

**This internship will provide experiences to develop and polish the following skills: (Highlight all that apply)**

Communication (Written and/or verbal)

Data Literacy and Fluency

Grant writing and Funding Development

Teamwork and Collaboration

Knowledge of Sector and Networking

Marketing

Problem-solving and Analytical Thinking

Project Management

Self and Career Management

Teaching, Mentoring, and Training

Thought Leadership and Innovation

1. **MENTORING PLAN-** What type of support and mentorship will the student receive during the experience?   
      
   Mentorship is a key component of the PhD Plus Internship Program, so we ask that you thoughtfully consider this component of the application. We believe that mentorship goes beyond managing the tasks and duties of the intern. Rather, how will the intern learn about the organizational structure or your department/organization? Consider the following:

* How will the feedback be provided to the intern?
* What types of meetings or "behind the scenes" process could the intern be a part of?
* How can the intern be introduced to broader networks and professional opportunities?

1. **LEARNING OUTCOMES-**What are the learning outcomes for this experience? What skills, processes, or content knowledge will the intern learn during the experience? Please provide as much detail as possible but know that this may evolve over time given the student's specific skills and interests.

1. **RESPONSIBILITIES-** Describe the intern's main duties and responsibilities. (You may include examples of specific projects they will work on.)

1. **MODE OF INTERNSHIP-** Will this internship take place virtually, in-person, or hybrid?

1. **DURATION-** During which semester(s)- Summer 2024, Fall 2024, Spring 2025- will the internship take place. (The maximum number of semesters for external partners is 2.)