



VCU

Graduate School

Proposal Agreement Sheet for GRAD 606: Internship/Externship in Professional Teaching *Capstone Experience of the Preparing Future Faculty (PFF) Program*

Please submit this sheet along with the completed proposal to the PFF Program Office at least one week before the first day of classes for the semester of intended enrollment. Proposals should be submitted electronically, via e-mail to pffprogram@vcu.edu. Scanners are available in many departments and schools as well as in campus libraries.

Student Information:

Name: _____
Student V number: V _____ Telephone number: _____
(_____) E-mail address: _____@vcu.edu

I am currently enrolled in a graduate degree program in the School/College of ____
My degree program is ____
My degree designation is _____

This project is an internship (faculty mentor is a faculty member at VCU); externship (faculty mentor is a faculty member at an institution other than VCU).

I certify that I have completed all of the prerequisites for this course and have met the requirements for enrollment in this course.

Upon approval, I wish to be registered for:

- Fall semester _____ (insert year).
- Spring semester _____ (insert year).
- Summer semester _____ (insert year).

Faculty Mentor Information:

Name: _____
Institution, Department/Program, _____ and _____ Title: _____
_____ Telephone number: (_____)
_____ E-mail address: _____

The signatures below indicate that the student and the faculty mentor agree upon the course components outlined in the proposal.

Student's Signature

Date

Faculty Mentor's Signature

Date

PFF Program Office Use Only:

Proposal rec'd: _____ Reviewed: _____ Approval: _____
Registration: _____ Grade reminder sent: _____ Grade: Pass; Fail; Incomplete
Notes: _____

