

*Date*

*Undergraduate Committee Chair*  
Department of English  
Kegel Liberal Arts Building  
Idaho State University  
Pocatello, ID 83209

Dear -----,

I am nearing the completion of my studies here at Idaho State University and am looking forward to gain experience through doing a writing internship (English 410). As requested, I am submitting this proposal to fulfill an internship re-writing ISU's Human Subjects Committee Manual under the supervision of Dr. Ralph Baergen.

[Name & Contact Information]

## **BACKGROUND**

On October 31, I spoke with Dr. Baergen about the possibility of doing an internship within the Philosophy Department. He told me of the need for the Human Subject Committee's Manual to be re-written and revised. This manual is a source of reference for anyone performing research using people for subjects in the studies. It needs to be updated and edited.

## **OBJECTIVES**

Fulfilling this internship would entail:

1. Updating the information in the manual and making sure that it is accurate.
2. Editing the content for necessary grammar corrections and for stylistic clarity.
3. Reorganizing it for easy access to information.
4. Writing any new sections that need to be included.

## **PROCEDURES**

Dr. Baergen, as the Chair of the Human Subjects Committee, will supervise the internship. He also agrees to complete and turn in a midterm evaluation and a hard copy evaluation at the end of the completion of my 75 hours. This will entail a one to two page analysis of my work.

I will work on this manual for 75 hours (3 credits). I agree to check in at mid-semester and at the semester's end, to submit a log of the time spent and tasks done; a portfolio of the projects I complete; and a letter of evaluation from the internship supervisor.

This internship will fit into my goals of becoming a professional technical writer. It will give me the experience and confidence and prepare me to enter the business world after I graduate from Idaho State University.

### **QUALIFICATIONS**

I would be responsible for updating and making corrections to the Human Subject Committee Manual. In my English 307 Technical Writing class, we were required to create a manual for WebCT. Therefore, I do have some experience with the construction of manuals and the process it takes to complete it.

### **SUMMARY**

My experience in my technical and business writing classes along with my experience in research from my classes completed at Idaho State University has taught me that experience is needed to enter the business world confidently. This internship will provide me with the knowledge to be a more effective worker to my future employers.