



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.

Student Information:

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

I am currently enrolled a graduate degree program in the School/College of _____
My degree program/department name is _____
My degree program is a [] Master's program; [] Doctoral program; [] Graduate Certificate program.

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.

This proposal is for a project that will span [] one, [] two, [] three semesters.

- Upon approval, I wish to be registered for:
[] Fall semester _____ (insert year), for _____ credit hours (specify 1-3 credit hours).
[] Spring semester _____ (insert year), for _____ credit hours (specify 1-3 credit hours).
[] Summer semester _____ (insert year), for _____ credit hours (specify 1-3 credit hours).

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
2nd semester (if required): _____ Grade reminder sent: _____ Grade: [] Pass; [] Fail; [] Incomplete
3rd semester (if required): _____ Grade reminder sent: _____ Grade: [] Pass; [] Fail; [] Incomplete