YOUR  
LOGO

**COMPANY NAME**

VIRTUAL INTERNSHIP PROGRAM PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to design and manage a Virtual Internship Program. We specialize in remote talent engagement strategies that support student development and build strong future talent pipelines.  
  
This proposal outlines a comprehensive approach to developing and running [Client Name]'s virtual internship program.

# Project Objectives

The primary goals are:  
  
- Provide students with meaningful project-based learning opportunities  
- Support interns with mentorship, structured deliverables, and feedback  
- Maintain program cohesion and engagement in a remote environment  
- Enhance employer branding and access diverse talent pools

# Proposed Services

Our virtual internship program design includes:  
  
- Internship framework and structure design  
- Sourcing and recruitment support (if needed)  
- Virtual onboarding and orientation content  
- Program handbook, mentor toolkits, and check-in plans  
- Virtual workshops, social events, and showcase presentations  
- Post-program feedback surveys and data insights

# Scope of Work

Scope includes:  
  
- Initial needs assessment and goal-setting workshop  
- Design of the internship structure, calendar, and roles  
- Creation of onboarding and training templates  
- Coordination of regular check-ins and virtual community-building activities  
- Program completion wrap-up with intern feedback and reporting

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Discovery & Planning | Define program structure, roles, and goals | [Start Date] |
| Preparation | Build intern onboarding and mentor resources | [Date] |
| Program Launch | Begin internship cycle with orientation | [Date] |
| Ongoing Support | Check-ins, events, evaluations | [Ongoing] |
| Program Close | Final reports and intern presentations | [Completion Date] |

# Pricing

Estimated cost breakdown for virtual internship program management:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Program Design | Create framework, handbook, and schedule | [Amount] |
| Onboarding & Training | Develop orientation and mentor guides | [Amount] |
| Engagement & Event Support | Coordinate activities and showcase | [Amount] |
| Feedback & Reporting | Collect surveys and deliver report | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a workforce development and HR consultancy experienced in designing scalable, inclusive virtual internship programs.  
  
- Experience: [X] years in remote learning design, student engagement, and talent pipeline development  
- Expertise: Virtual learning, internship frameworks, mentor training  
- Mission: To connect companies with rising talent and deliver positive early-career experiences in remote environments

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Designed and managed a 3-month virtual internship program for a multinational NGO  
- Outcome: 100% intern satisfaction score and 70% offered extended projects  
  
Testimonial:  
“[Your Company Name] made our virtual internship experience seamless, engaging, and professionally run.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone-based billing.  
Scope: Includes program design, training resources, event coordination, and final reporting.  
Client Responsibilities: Provide intern job descriptions, available supervisors, and platform access.  
Adjustments: Changes to number of interns, duration, or events may impact budget and timeline.

# Acceptance

To approve this Virtual Internship Program Proposal and begin services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_