Appendix B1
Internship Requirements

Introduction

These standards are established to ensure some measure of consistency in the work experience, workload, and performance of Master of Professional Studies degree candidates who elect to complete an internship as partial fulfillment of their degree requirements. They also establish the responsibilities of GPES, the major professor, the sponsor, and the student's steering committee in establishing, monitoring and evaluating the internship.

Standards/Requirements

a) The purpose of the internship is to provide an integrative capstone experience. The internship should include an opportunity for the student to exercise individual responsibility and to demonstrate capability. Joint or individual assignments resulting in written reports are extremely desirable.

b) Internships generally earn six credit hours (6) in the GPES program. (although the minimum is 3). Thirty total credit hours are required for graduation: 9 hours are required core courses; 12-15 hours for a study area; up to three hours can be allocated as an elective for enrichment.

c) The internship experience shall be for a minimum of 30 hours/week, for 14 weeks. Typically the internship should be completed in a single semester of the students second year. A steering committee may approve an earlier internship if the core and at least 3 directly related area of study courses have been completed.

d) An internship cannot be undertaken at the place of regular employment of the student.

e) The internship is ordinarily undertaken at the conclusion of the coursework in the student's program.

f) The purpose of these requirements is to insure a high quality internship. They are not designed to unduly restrict internship arrangements or to introduce rigidity into the program. It is recognized that at times exceptions to these requirements may be desirable because of special circumstances. Exceptions may be requested through the petition process and will be given favorable consideration providing the objective of a high quality internship is assured by the major professor and the student.

g) It is desirable, but not required, that the internship be on a paid basis, this insures that all parties are committed to the effort. Inquires should be made to the Curriculum Coordinator for possible sources of financial aid if the sponsor provides no salary.

Internship Plan

The student must prepare an internship plan and have it approved by his/her steering committee prior to beginning the internship.
Memorandum of Agreement

a) A memorandum of agreement must be executed by the student, the sponsor, the major professor and the Director of GPES, before the internship begins. The sponsor may require some additional form of agreement. The original goes to GPES file with copies to the sponsor, major professor, steering committee and student.

b) The student must be assigned tasks appropriate for entry grade employees at the Masters degree level. The internship should provide detailed experience in the field chosen by the student and agreed to by the student’s major professor, committee and employer. Importantly, completion of degree requirements is not based on having a job, but rather on the learning experience gained through the internship.

c) The memorandum of agreement is not a formal contract; rather it is a communication device to insure that all parties understand what’s expected of them.

d) Any major change(s) from the conditions of the original memorandum of agreement will require the filing of an amended agreement with the appropriate signatures stipulated in part 3(a).

Monitoring/Supervision

a) At least 50% of the student’s effort will be of a professional nature, which relates directly to the student’s program.

b) The student will have direct supervision.

c) The student will have access to documents, meetings, field trips, etc., from which he/she may articulate the broader organizational context.

d) The anticipated nature of the learning experience will be described in detail in 3b or in an addendum to the agreement, e.g., groundwater modeling, bill drafting, preparation of educational material, designing a facility, analyzing a watershed, doing research, preparing reports, etc.

e) The sponsor supervisor will oversee the student's activities. A brief written report by the supervisor on the student's work at the mid-point and end of the internship to the Major Professor would be desirable.

f) If feasible the Major Professor, the supervisor, and the student will meet before the internship commences, at the mid-point, and at the conclusion of the internship, to review the program and to insure communication and understanding between the parties.

g) The Major Professor should insure that the student has the proper background to undertake the internship.

h) A bi-weekly report should be submitted to the Major Professor by the student.
**Student Reporting**

A. Bi-Weekly Progress Reports:

The purpose of these brief (3-5 pages and attachments) professional communications is to provide an opportunity for periodic reflective processing, and to inform Committee members of progress and problems/issues. Many students find that keeping a daily log/diary is helpful both in accomplishing their work and in subsequent writing. Although not required, some systematic form of daily recording is recommended.

Bi-Weeklies are more than a laundry list of activities. They should selectively address those components of the upcoming Internship Report, which includes description of the organization (early Bi-Weeklies), and critical connection to course concepts and methods (later Bi-Weeklies). For the student, a rough mock-up of the Internship Report can be assembled from the Bi-Weeklies. For the faculty, the Bi-Weeklies should provide windows of opportunity to communicate with the student, and to minimize "surprises" in the Internship Report.

**Responsibilities**

It is the responsibility of the student to make all arrangements and to insure that all requirements are met.

The Major Professor is responsible for approving the internship program and for oversight of the student's program including assurance that the internship is suitable and worthwhile.

The Steering Committee shall review bi-weekly reports, the draft report and make any appropriate comments and/or recommendations to the student and the Major Professor. The internship report is included as a proper examination area in the student's comprehensive exam.

The College and ESF faculty will assist in helping the student locate an internship opportunity and identifying possible sources of aid.