Appendix B3
Guidelines for Internship Reporting

A professional internship provides the student with an integrative experience, which allows the student to apply the knowledge and techniques, learned from course work in the analysis and decision making for an environmental problem, issue or situation. The institutional setting, the mission, ethic and practice of the organization will have a profound impact on the methods used in approaching and resolving issues. Furthermore in order to demonstrate the integrative nature of the experience the student must have substantial responsibility for production of a work product(s) that illustrates the technical and social integration required in assessing issues and problems and posing solutions or remedial action.

The College requirement for the internship is a professional report prepared in accordance with College standards. ESF Graduate Academic Policies require that:

"The student must prepare a report satisfactory to the steering committee. The student's report on the academic or professional experience, prepared and bound according to College standards, will be maintained by the individual Faculty." Source: Office of Instruction and Graduate Studies, "Instructions for the Preparation of Theses, Projects and Reports".

The Graduate Program in Environmental Science further requires that the report format must meet Faculty requirements, as detailed in this Handbook.

1. A rough draft of the report must be submitted to the Major Professor by the end of the semester in which the internship credit hours are taken in order to receive an "S".

2. The general style manual for College reports is:


   Faculties may opt to use a style manual which is more discipline-oriented, and in doing so, accept the responsibility to communicate this preference along with any other special requirements to graduate students. The student's responsibility is to be aware of the style manual and any special requirements of his/her Faculty. In any case, the manual to be used should be indicated as part of the report plan, i.e., the student in consultation with the major professor should identify which style manual will be followed in preparing the report.
3. Generally, internship reports should observe the following organization:

   Title Page  
   Acknowledgments  
   Table of Contents  
   List of Tables  
   List of Figures  
   Summary with Key Words (format included here)  
   Introduction  
   Body of Text  
   References  
   Appendices  
   Vita (format included here)

   Alternatives to this organization may be authorized by the steering committee within any guidelines developed by the individual Faculties.

4. The body of the report shall have five sections:

   a. A comprehensive description of the organization of the internship institution from the perspectives of the core courses, reflecting studies of institutions, public participation, and decision-making.

   b. A summary of the major actual work conducted.

   c. A critical comparison of the methods and processes used in relation to relevant concepts and approaches from the student's academic program.

   d. Any completed work products or supporting materials to be included in the body of the report or as appendices.

   e. Selected references.

5. Production of the final report must follow College guidelines:

   a. Margins: left binding edge:1-1/2"  
      right edge:1"  
      top and bottom:1-1/4"

   b. Duplication of report: copies must be clear, neat, and easily read. Paper used must be of good quality, 16# or 20# bond.

   c. Binding of report: prior to graduation, one (1) signed copy must be turned in to the Office of Instruction and Graduate Studies. After binding, it will be distributed to the appropriate Faculty office. The student may order (and pay for) as many bound copies as desired for personal use.
Format for Summary

Last Name, First, Middle Initial. (Internship Title)

(Type and bound internship report)

BODY OF SUMMARY

(May be double or single-spaced)

DO NOT EXCEED 350 WORDS

Author's name in full

Candidate for the degree of

Major Professor

Area of Study

State University of New York College of Environmental Science and Forestry
Syracuse, New York

Signature of Major Professor
Format for Vita

NAME:
DATE AND PLACE OF BIRTH:
EDUCATION: 

<table>
<thead>
<tr>
<th>NAME AND LOCATION</th>
<th>DATES</th>
<th>DEGREE</th>
</tr>
</thead>
</table>

HIGH SCHOOL:

COLLEGE:

EMPLOYMENT: 

<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>DATES</th>
<th>POSITION</th>
</tr>
</thead>
</table>