

## INTERNSHIP PROPOSAL GUIDELINES

An internship proposal should be written and defended prior to beginning work on a research project. The outline below lists the items that should be included in the Internship Proposal. After the proposal has been completed and signed by the student, all research advisors, and the Program Director, the student will begin the research project. Upon satisfactory completion of the project, the student will receive academic credit for the Internship as specified in the proposal.

**IT IS THE RESPONSIBILITY OF THE STUDENT TO OBTAIN ALL NECESSARY SIGNATURES FOR PROJECT APPROVAL BEFORE BEGINNING WORK ON THE PROJECT.**

### THESIS PROPOSAL OUTLINE

- I. Project Title
- II. Sponsoring Organization
- III. Project Supervisor
- IV. Academic Advisor
- V. Abstract - Outline Specific Project Goals
- VI. Project Narrative
  - A. Introduction
    - Statement of Work / Activity
    - Relevance
    - Context of Internship and Problem
    - How the Internship Applies to the Program of Study
    - Qualifications of the Student (Describe the specific qualifications required for the internship and how the student meets these qualifications; e.g. prior degrees, coursework, experience)
  - B. Detailed Project Description Explaining Goals
    - Methods
    - Milestones
    - Resources (Are resources available at the agency?)
  - C. Expected Results (a significant part of this will be a formal written report which should include detailing background, methods, results, data analysis, interpretation of results, references)
  - D. References / Works Cited
- VII. Project Timetable
- VIII. Responsibilities of Sponsor
- IX. Resources Required to Complete the Project
- X. Approval Signatures (form on the back of this page)

**INTERNSHIP PROPOSAL APPROVAL FORM**

All signatures are necessary for project approval and registration in EVSS 690: INTERNSHIP

This internship project is submitted as outlined in this proposal for \_\_\_\_\_ credit hours towards the completion of the Master of Science in Environmental and Sustainability Studies, pending satisfactory completion of the project.

Before working with vertebrates or humans as part of my research project, I will develop the appropriate protocol (IACUC for animals or IRB for humans). I understand that failure to do so may result in a hearing by the respective committees and/or possible loss of grant or fellowship monies.

Student Name (Print)	Student Signature	Date
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Internship Title: \_\_\_\_\_

Internship Location: \_\_\_\_\_

This research internship is approved as outlined in this proposal for \_\_\_\_\_ credit hours towards the completion of the Master of Science in Environmental and Sustainability Studies, pending satisfactory completion of the project.

Academic Advisor (Print)	Academic Advisor (Signature)	Date
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Project Supervisor (Print)	Project Supervisor (Signature)	Date
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Research Advisor (Print)	Research Advisor (Signature)	Date
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Research Advisor (Print)	Research Advisor (Signature)	Date
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EVSS Program Director (Print)	EVSS Program Director (Signature)	Date
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