

# **INTERNSHIP REQUIREMENTS FOR THE ENVIRONMENTAL MANAGEMENT SPECIALIZATION**

*January 23, 2006*

## **Internship Proposal Requirements**

Before being awarded a degree, each student must demonstrate competence in the practice of environmental management. This will involve working in an internship program in which the student is expected to participate in EM decision-making in actual settings closely aligned with the focus area in which the student chooses to concentrate. The student must identify the internship opportunity that he or she plans to participate.

The student must prepare a written internship proposal that:

- Identifies the organization at which the internship will be conducted
- Lists the name, phone, address, and position of the mentor
- Includes a letter from the mentor and host institution of their intent to sponsor the internship
- Identifies the period of the internship
- Describes the project on which the student plans to work, including statement of the problem to be solved, the methods to be used to solve the problem, and the anticipated results
- Specifies the particular responsibilities of the student in completing the project
- Includes an assessment procedure that specifies how the mentor will evaluate the student's performance

The proposal must be defended before the student's graduate committee. If the committee approves the proposal, the cover sheet must be signed by all members and a copy forwarded to the ESGP Director. If not approved, the committee shall provide specific reasons for the disapproval and provide guidance on obtaining approval of a revised prospectus. The student is encouraged to locate an internship opportunity as soon as possible after enrolling so that a prospectus can be prepared, defended, and approved before the scheduled start date.

For those students already employed in environmental management (expected to be particularly common of those to whom we are offering EM training), their place of current employment can be used to satisfy the internship requirement.

## **Internship Report Requirements**

The EM student is expected to demonstrate that he or she can apply environmental science and management principles in an actual decision-making situation in a manner that is satisfactory to the mentor and the student's graduate committee. Satisfactory demonstration of competent environmental management practice is achieved by the preparation and defense of an internship report based on the work performed during the internship.

The mentor is encouraged to provide his or her own assessment of the student's performance to the student's research advisor, who will pass it on to the student's committee. The committee will judge the report on its merits and combine this judgment with that of the mentor to reach its decision on whether the student has earned the MS degree.

The report must be written as a professional document. Sophisticated articulation is a must. Such articulation requires that concise and precise vocabulary be used, grammatical syntax rules are strictly followed, spelling is correct, paragraphs are semantically comprehensible, and overall composition is easy to follow and not redundant. Generally, the report should be written in third person. In addition, the report must be aesthetically attractive, using professional covers and binding. Color is encouraged. If the student is not comfortable with professional writing, he or she should seek editorial advice. Unprofessional reports will not be approved.

The report must comply with the organizational and formatting rules that follow.

## **Organization of the Internship Report**

### *Executive Summary*

- Brief summary (no more than one page) of the internship organization, problem addressed, solution selected, and assessment of solution success

### *Acknowledgments*

- Thank those who helped you

### *Table of Contents*

### *List of Tables*

### *List of Figures*

### *Chapter 1: Description of the Environmental Problem*

- Reason for the Internship
  - Explain the reason why this internship was selected
- Definition of the Problem
  - Explain the environmental problem that was solved by this internship
- Importance of the Problem
  - Explain why solving this problem is important to the organization and to the larger community
- Objectives of the Internship
  - Describe the general approach used in solving the problem
  - Explain the major outcomes that were to be achieved in the internship

### *Chapter 2: Description of the Internship Arrangement, Methodologies, and Tasks*

- Organizational Setting and Staffing
  - Explain the nature of the organization at which the internship was conducted
  - Explain the structure of the organization and where within that structure the internship was conducted
  - Identify the organizational staff with which the intern worked during the internship and how these interactions contributed to the internship
- Analytic Methodologies
  - Describe the data collection and analysis methodologies that were used in analyzing the problem, identifying and screening potential solutions, evaluating solution candidates, selecting the best solution, and implementing the solution
- Description of Tasks and Schedules
  - Describe the tasks performed during the internship, with associated timelines

### *Chapter 3: Presentation and Discussion of Internship Results: The Solution to the Problem*

- Results
  - Results are the products of the investigation, analysis, evaluation, or other methods used to solve the problem

- The presentation of results may be augmented with various graphics, including tables, charts, graphs, drawings, photographs, plans, protocols, computer software, etc.<sup>1</sup>
- Findings and Conclusions
  - Findings are discussions that interpret the results and apply them to solving the problem; conclusions are the student's discussion about whether the problem was in fact solved
  - This section should defend the justify the solution selected and include an assessment of the solution's success
  - *Chapter 3 is the most important part of the internship report; exceptional care must be taken to develop an articulate and convincing discussion*

#### **Chapter 4: Discussion of the Internship Experience**

- Internship Preparation
  - Discuss how the student's coursework in the ES program prepared the student to participate in this internship
- Benefits Obtained
  - Discuss the benefits obtained by the student from the internship in preparing for a career in environmental management
  - Explain how the internship experience will help the student advance in an environmental management career
- Recommendations for Change
  - Discuss how the internship experience could have been improved
  - This discussion can include coursework preparation, mentorship, cooperation with organizational staff, timing, or any other suggestions that the student would like to make
- Other Comments
  - The student may use this section to offer any other comments not already made

[Note: Chapter 4 should be written in first-person]

#### **Appendices**

- Manuals, procedures, etc.

#### **Formatting the Report**

- Anticipated Length = 20-30 pages, excluding appendices and report covers
- Margins = 1.5" left and 1" right, top and bottom
- Text font = 10-point Arial
- Page numbering = center-bottom using 9-point Arial font
- Line spacing = 1.5 lines
- Spaces between sentences = 2
- Paragraph formatting = 6-point spacing between paragraphs, full justification, no first-line indents
- Comma after second to last word or phrase in a sequence or three or more of such words/phases
- Headings
  - Primary = center, all caps, bold, 12-point
  - Secondary = left, title case, bold, 11-point
  - Tertiary = left, title case, italics, 10-point
  - Quaternary = left, sentence case, underlined, 10-point

---

<sup>1</sup> The student should consult with the research advisor on the level of detail that should be included in the report.