Masters of Science Degree – Professional Science Track

Group Project Guidelines

An essential component of the MS Professional Science track is an internship or group project with a water-related business, industry, government agency, or research institute that is directly related to your area of study. Previous work experience does not exclude you from this requirement. The group project occurs in lieu of a master’s research project and thesis. A group project provides you with training and experience in performing professional-level work that involves managing group dynamics and applying technical expertise to solve complex, multidisciplinary water related problems. Group projects also give businesses, government agencies, NGOs, and individuals the opportunity to have a group of students tackle a water problem and make specific and meaningful recommendations.

Project proposals should have a clear, problem-based objective and be multidisciplinary in nature including both science and management components. Projects should be manageable for a group of 3-5 students to address in 9 months’ time with the guidance of a group project faculty advisor and client sponsor. If a proposed project requires financial support, the client should include a commitment to provide funding within the written proposal.

We encourage you to explore group project opportunities during your first semester. Lindsay Frost ([lgfrost@uwm.edu](mailto:lgfrost@uwm.edu)) offers assistance in identifying opportunities and providing advice, and can make suggestions for faculty advisors and potential client sponsors, some of who may have already proposed group projects.

It is strongly suggested that students complete two semesters of coursework (15-24 credits) before starting their group project.

The following documents must be reviewed and receive approval at least three weeks prior to the anticipated start date of the group project:

- Group project cover sheet (submit one per student)
- Group Project proposal (submit one group proposal)
- Student Resume

Proposals will be reviewed by the project faculty advisor, students’ individual advisors, and Freshwater 980 instructor Michael Carvan. Proposals will be approved based on how the project experience meets program goals, the feasibility of the proposed plan, and the qualifications of the client.
Please submit one (1) proposal for the group. The following items must be included in your Written Group Project Proposal (3-5 pages):

1. **Group project site**: include a brief summary describing the company, complete work address, client phone and e-mail contact details, and any compensation and/or funding provided.
2. **Timeline**: list beginning and ending dates, number of work hours/week, and total number of hours you will spend on this group project. Each student must achieve 480 hours working on the project, and this should be reflected in the timeline. Regular meetings should also be noted with the group and advisors.
3. **Group Project Title**: include with the title a 1-2 sentence description of each group member’s primary responsibilities.
4. **Project Description**: describe in detail the overall project including a description of the opportunity, project rationale, objectives, methodology, and anticipated outcomes.
5. **Learning Outcomes**: explain what new skills and/or knowledge you will be acquiring through this project, and how this experience will move you forward along your career path.
6. **Evaluation Criteria**: include how the client will be evaluating your group as a whole, and how the client will evaluate each group member’s performance.

**REQUIREMENTS FOR COMPLETION**

The following requirements must be met to receive full credit for the internship:

1. Complete coversheet and proposal and get **approval signatures** from site supervisor, faculty advisor, and Dr. Michael Carvan
2. Upload approved coversheet, proposal, and your resume to **980 D2L site (all PSM students have access to this site at ALL times)**
3. Enroll in **FRSHWTR 980** (3 credits total, 1-3 credits can be taken at a time depending on the timing of your internship experience and your planned graduation date. If you have questions, please ask your advisor or Lindsay)
4. **Mid-term and final evaluations** submitted by site supervisor
5. **Mid-term student self-evaluation**, uploaded to D2L for grading
6. Final written **report** submitted to your advisor and uploaded to D2L. The report will include a reflection on your project and will serve as your final paper for the class. A **snap-shot summary** is also required as part of your final report. This snap-shot should be a brief video or 1 page document that could summarize your experience to potential employers. Each student submits a report and snap-shot.
7. **Oral presentation** given to the public and SFS community, and completion of a presentation flyer.

For further information contact:
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