Internship Overview

An essential component of the PSM program is an internship with a water-related business, industry, government agency, or research institute. Your internship should be an integrative learning experience, engaging you in real world work situations involving technical problems, teamwork, communication skills, and decision-making. The experience should be new and add to your current set of skills. Previous work experience does not exclude you from this requirement. If you are interested in completing your internship with a current or past employer, you must clearly demonstrate new skills you will acquire through the experience.

We encourage you to start exploring internship opportunities during your first semester. Follow up on internship postings, and reach out to organizations. Apply for internships early! Your major advisor, internship course instructor, and other professional contacts can all facilitate your efforts, but you are responsible for securing your own internship. It is suggested that students complete two semesters of coursework (15-24 credits) before starting their internship.

Freshwater 980 Course Requirements

The following requirements must be met to receive full credit for the internship:
1. Complete the Internship Cover Sheet - Form A - with appropriate signatures. Submit a copy to Lindsay Frost at lgfrost@uwm.edu.
2. Complete the Written Internship Proposal - Form B - with appropriate signatures.
3. Upload to Freshwater 980 D2L site your resume, completed Form A, and Form B (all PSM students have access to this site even if they are not currently enrolled in 980).
4. Enroll in a total of 3 credits of FRSHWTR 980. Enroll in 1-3 credits per semester depending on the timing of your internship and your planned graduation date. Obtain permission numbers to enroll and more details from Mallory Minor at minorm@uwm.edu.
5. Attend and participate in monthly 980 internship meetings.
6. Mid-term and final evaluations submitted by site supervisor.
7. Mid-term student self-evaluation, uploaded to D2L for grading.
8. Final written internship report submitted to your advisor and uploaded to D2L. The report will serve as your final paper for the class, and should reflect back on your original proposal and the experience.
9. A snap-shot summary which should be a creative expression of your internship that could be used to summarize your experience to a potential employer (e.g., a brief video or 1 page document.)
10. Create a flyer for your oral presentation.
11. Oral presentation given to the public and SFS community. Upload your presentation to D2L.

Proposal Approvals

Proposals will be reviewed and approved by your faculty advisor and Michael Carvan, course instructor for Freshwater 980, based on how the internship experience meets program goals and the feasibility of the proposal.

SFS Internship Contact information

Michael Carvan
carvanmj@uwm.edu

Lindsay Frost
lgfrost@uwm.edu

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Form A: Internship Cover Sheet

This form is the first step of your internship process. As soon as you have a probable opportunity with an organization, complete as much of this form as soon as possible. Consult as needed with Lindsay Frost and Michael Carvan for guidance regarding the proposal format and approval process.

Student Name ___________________________ Email ___________________________

Date Submitted ___________________________

Internship Start Date ___________________________ Internship End Date ___________________________

(Approximate) (Approximate)

Within 30 days of the internship start date, you must complete and upload a written internship proposal and the completed Form B.

Position Title ___________________________

Estimate, by types of activities, the percentage of science content as well as professional skills content involved in your internship. Include the activities you will be engaged in. E.g., research, storm water management design, monitoring water quality or fish populations, compliance issues, communications, business skills.

Science Content % ___________________________ Professional Skills Content % ___________________________

List science activities below

List professional activities below

Internship Organization ___________________________

Organization Address ___________________________ Site Supervisor ___________________________

Supervisor Phone ___________________________ Supervisor Email ___________________________

School of Freshwater Sciences Approvals

Faculty Advisor Signature ________________________________________________________________

Freshwater 980 Course Instructor Signature ________________________________________________

Electronic / email approvals accepted

Upload this page to D2L AND submit a copy to Lindsay Frost (lgfrost@uwm.edu)
Form B: Written Internship Proposal and Approvals

Within 30 days of the internship start date, students must complete and upload a written internship proposal and the completed Form B to D2L. The written proposal should be 3-5 pages and outline the following elements of the internship.

1. **Overview**: A brief summary describing the company, and any compensation provided.
2. **Timeline**: List specific beginning and ending dates, number of work hours/week, and total number of hours. Minimum length of time is 3 months full time/480 hours or equivalent.
3. **Job Description**: List your key responsibilities and your role within the organization or project.
4. **Learning Outcomes**: Describe new skills and/or knowledge you will be acquiring, and how this experience will move you forward along your career path.
5. **Evaluation Criteria**: Include a detailed assessment plan for how your site supervisor will evaluate you. This can be an existing assessment already in use at the internship site, or one developed by you and your site supervisor.
6. Include a copy of your most recent **resume**.

Student Name ___________________________ Email ___________________________

Date Submitted _________________________

Academic Year and Semester(s) ________________________________
enrolled in 980

Internship Organization ____________________________

Internship Start Date _______________ Internship End Date _______________

Within 30 days of the internship start date, you must complete and upload your written internship proposal and this form.

**Site Supervisor Approval**
I have read the internship guidelines and attached proposal and agree to act as field supervisor.

Site Supervisor’s Signature ____________________________

Electronic / email approvals accepted

**School of Freshwater Sciences Approvals**
I have read the attached proposal and approve of the internship as described.

Faculty Advisor Signature ____________________________

Freshwater 980 Course Instructor Signature ____________________________

Electronic / email approvals accepted

Upload this page, your written proposal, AND your resume to the Freshwater 980 D2L site