Internship Proposal 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. Your internship experience occurs in lieu of a master’s research project and thesis. 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.

We encourage you to start exploring internship opportunities during your first semester. Your major advisor, internship coordinator, and other professional contacts can all facilitate your efforts, but **you are responsible for securing your own internship.** It is generally not acceptable to do your internship with the same company you work for or have worked for in the past, unless you can clearly demonstrate what new skills you will acquire through the experience. Similarly, it is generally not acceptable that you do your internship on-campus, unless you are purposefully learning new skills that cannot be obtained elsewhere.

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

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

- Internship cover sheet, approved by site supervisor, faculty supervisor and Professor Michael Carvan
- Internship proposal
- Resume

Proposals will be reviewed by your advisor and the Frshwtr 980 instructor Michael Carvan, and approved based on how the internship experience meets program goals, the feasibility of the proposed plan, and the qualifications of the internship supervisor.
The following items must be included in your Written Internship Proposal (3-5 pages):

1. **Internship Site**: include a brief summary describing the company, complete work address, site supervisor phone and e-mail contact details, and any compensation provided.
2. **Timeline**: list specific beginning and ending dates, number of work hours/week, and total number of hours you will spend on this internship. Minimum length of time is 3 months full time/480 hours or equivalent.
3. **Internship Position Title**
4. **Job Description**: describe in detail the position including your key responsibilities and your role within the company/project.
5. **Learning Outcomes**: explain what new skills and/or knowledge you will be acquiring through this internship, and how this experience will move you forward along your career path.
6. **Evaluation Criteria**: include a detailed assessment plan for how your site supervisor will be evaluating you. This can be an existing template already in use at the internship site, or it can be a new evaluation method for this internship.

**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 you 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 **internship report** submitted to your advisor
7. **Oral presentation** given to the public and SFS community

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