

**University of Wisconsin – Milwaukee School of Freshwater Sciences
Freshwater Sciences 980
Professional Internship in Freshwater Sciences**

Instructor: Your advisor
Office Location: School of Freshwater Sciences
Office Hours: by appointment

Course Description

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 scientific problems, teamwork, and communication skills. 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 would like to complete your internship with a current employer, you must clearly demonstrate new skills you will acquire through the experience. It is recommended you complete two semesters of coursework before starting an internship. The internship must meet the time requirement of 3-months full time equivalent, (480 hours).

Your advisor / instructor will:

- Provide guidance, along with the SFS Academics Office, as you research, apply for, and begin your professional internship. **You are responsible for securing your own internship** - SFS does not place students in internships.
- Approve the internship proposal and learning goals.
- Assess student performance in meeting stated learning goals.
- Help navigate any challenges you may experience during your internship.

Learning outcomes

Students will:

- Develop internship learning outcomes and goals.
- Demonstrate how the internship experience enhances science and professional skills, knowledge and abilities and how these apply to future careers.
- Evaluate performance during the internship.
- Communicate their experience and learning outcomes to the freshwater community.

Assignments and Grades

Satisfactory grade (S) = 80 – 100 points

Unsatisfactory grade (U) = 0 – 79 points

Assignment	Points
Internship proposal	20
Mid-term supervisor evaluation	10
Mid-term self evaluation	5
Final written report	25
Final oral presentation	30
Final supervisor evaluation	10

1. Internship Proposal

When you have a probable opportunity with an organization, complete as much of *Form A: Internship Cover Sheet* as applicable. *Form B: Written Internship Proposal and Approvals* must be submitted to your advisor within 30 days of submitting Form A. Both forms can be found under the MS Professional Science Academic Forms: [Internship Requirements and Forms](#).

Submit final signed copies of Form A and Form B with proposal to freshwater@uwm.edu.

Proposals will be reviewed and approved by your faculty advisor based on how the internship experience meets program goals. **It is strongly encouraged that you meet at least once with your supervisor AND faculty advisor to discuss your internship plan, progress and learning outcomes.**

Credit for internship hours will not be granted for work prior to the submission of Form A, nor for work more than 30 days prior to the submission of the Form B.

Form B: Written Internship Proposal and Approvals should include the following.

- A. **Overview:** A brief summary describing the organization, and compensation provided.
- B. **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.
- C. **Job Description:** List your key responsibilities and your role within the organization or project.
- D. **Learning Outcomes:** Describe new skills and/or knowledge you will be acquiring, and how this experience will move you forward along your career path. These outcomes should be developed collaboratively with your advisor and site supervisor. Provide an associated learning strategy that you will use to reach each learning outcome.
- E. **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.

2. Mid-term supervisor evaluation

The evaluation form can be found [here](#) under "MS Professional Science Academic Forms." It is your responsibility to forward the mid-term evaluation form to your supervisor, who should submit it directly to your advisor.

3. Mid-term self-evaluation

The evaluation form can be found [here](#) under "MS Professional Science Academic Forms." Submit your mid-term self-evaluation directly to your advisor.

4. Final written report

This is your opportunity to self-assess your project. Include the following in a 3-5 page written report or short video.

- A. Description of the project. Using the information from your internship proposal, document what you accomplished. Describe your role in the internship, goals met, activities completed, and the products or deliverables.

- B. Internship experience. Reflect on the value of the internship. Did you get what you wanted or expected? Were there unexpected benefits, challenges, or problems? What skill sets did you use, and which did you develop?
- C. If applicable, attach any reports, articles, graphs or documents produced during your internship.

5. Oral presentation

Your 15-30 minute presentation will take place at the School of Freshwater Sciences and should reflect information from your final written report.

At least one week prior to your presentation, forward your succinct and engaging flyer, complete with date, time and short abstract to Mallory Kaul (malkaul@uwm.edu), who will forward it to the freshwater community. Find the [internship presentation flyer template](#) under "MS Professional Science Academic Forms."

You are responsible for coordinating the time with your advisor and scheduling the room. Check the [room reservation calendar](#) for availability of the Ballroom, room 3080 or room 3093, then complete the form at <https://uwm.edu/freshwater/room-reservations/> to reserve the room.

6. Final supervisor evaluation

The evaluation form is [here](#) under "MS Professional Science Academic Forms." It is your responsibility to give the form to your supervisor, who should submit it directly to your advisor.

Resources

Students with Special Needs: Students with special needs should arrange to speak with me during the first week of classes so we can best accommodate your learning style. Note University Policies: *Students with disabilities*. Verification of disability, class standards, the policy on the use of alternate materials and test accommodations can be found at the following: <http://www.uwm.edu/Dept/DSAD/SAC/SACltr.pdf>

The Writing Center welcomes writers at all skill levels, inexperienced through advanced, freshmen through graduate students. Whether still exploring a reading, brainstorming, drafting or revising, writers can benefit from talking one with one of the well-qualified and well-trained tutors. Make appointments online 24/7: <http://www.writingcenter.uwm.edu>

Course Policies

Academic Misconduct: In this course, you are expected to perform to the best of your ability in an honest manner. Cheating, plagiarism, or other acts of misconduct will result in a severe penalty to you, as per University of Wisconsin System Chapter 1.

<http://www.uwm.edu/Dept/OSL/DOS/conduct.html> Plagiarism is a particular concern: many students seem unclear about what it involves. I recommend that you read: http://www.plagiarism.org/learning_center/what_is_plagiarism.html because ignorance is not acceptable as an excuse.

Other University Policies: Various policies related to this course can be found on the Secretary of the University's website at <http://www4.uwm.edu/secu/SyllabusLinks.pdf>

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