

Internship Summary

Please refer to the [Freshwater 980 Syllabus](#) for complete information.

Links to all forms can be found on the For Students page at the SFS website under [MS Professional Science Academic Forms](#).

Freshwater 980 Requirements

1. Complete a 3-month full time equivalent (480 hours) internship.
2. The following requirements must be met to receive full credit. Submit all documents to your advisor.
 - Form A*
 - Form B and written proposal*
 - Mid-term site supervisor evaluation
 - Mid-term self-evaluation
 - Written internship report
 - Flyer* (Create a flyer for your oral presentation using the template provided.)
 - Final Presentation
 - Final Evaluation by site supervisor

* *It is strongly encouraged that students meet at least once with their site supervisor AND faculty advisor to discuss your internship plan, progress, and learning outcomes.*

* *Submit final signed copies of Form A and Form B with internship proposal to Mallory Kaul at freshwater@uwm.edu. Send the flyer to freshwater@uwm.edu and the academics office will distribute to the freshwater community.*

3. Enroll in FRSHWTR 980 the term you intend to complete your internship hours. **Students starting spring 2018 are required to register for 1 credit; students admitted fall 2017 or prior are required to register for 3 credits.**

Proposal Approvals

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.**

Academics Office Contact information

freshwater@uwm.edu

Student Services Coordinator
Aaron Thiel
thiela@uwm.edu

Academic Affairs Manager
Mallory Kaul
malkaul@uwm.edu

Form A: Internship Established

This form is the first step of your internship process. As soon as you have established your internship opportunity with an organization, complete as much of this form as soon as possible.

Student Name Email

Date Submitted

Internship Start Date Internship End Date

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, compliance issues, communications, business skills).

Science Content % Professional Skills Content %

List science activities below

List professional activities below

Internship Organization

Organization Address

Supervisor Name Supervisor Title

Supervisor Email Supervisor Phone

School of Freshwater Sciences Approvals

Faculty Advisor Name – *please print* _____

Faculty Advisor Signature _____ Date _____

Form B: Written Internship Proposal and Approvals

Within 30 days of the internship start date, students must complete a written internship proposal and form B to their advisor. The written proposal should include the following.

1. **Overview:** A brief summary describing the organization, 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. 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.
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.

Student Name Email

Date Form Submitted

Expected term for Frshwtr 980 enrollment

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 Name – *please print* _____

Site Supervisor Signature _____ Date _____
Electronic / email approvals accepted

School of Freshwater Sciences Approvals

I have read the attached proposal and approve of the internship as described.

Faculty Advisor Name – *please print* _____

Faculty Advisor Signature _____ Date _____