

COAST Professional Science Master's Program Internship Proposal Guidelines

Professional Science Master's degree students will write a 1-2 page internship proposal with the assistance of their faculty and industry mentors following the format below. The completed proposal is to be reviewed and approved by the internship supervisor, all members of the student's graduate committee and the student. The proposal should be approved 3 weeks prior to the anticipated start date of the internship.

All students must register for one internship credit(s) for the semester in which the internship is undertaken. International students must comply with all International Student Office requirements. A comprehensive written report documenting completion of internship duties, along with the signed Professional Internship Agreement form, must be submitted to the PSM Program Coordinator and immediate supervisor by the last day of the semester in which the internship is performed. A concurrent oral presentation of internship achievements must be presented to the immediate supervisor. Failure to complete the above requirements and to obtain all specified signatures will result in a failing grade being recorded.

Proposal Guidelines:

1. **Internship Site:** Brief description of the business, organization, or research laboratory where the internship will be performed. Include organization's mission statement, customer focus and/or research objectives. Also include complete address, phone numbers, and email contact details for supervisor(s), as well as compensation details.
2. **Internship Position Title:** Include a 2-3 sentence description of your key responsibilities as an intern.
3. **Timeline:** List specific start and end dates, number of work hours/week and total number of hours you will spend on the internship
4. **Project Description:**
 - a. Project title (as applicable)
 - b. Goals and objectives of the project
 - c. Activities involved in the project
 - d. Environment where work is performed
 - e. Other parties involved

(For research, a proposal including a description of the problem, project rationale, objectives, methodology, expected outcomes and references should be attached.)

5. **Project Outcomes:**
 - a. Skill and/or knowledge expected to be acquired
 - b. How this experience will move you forward in your career path
6. **Evaluation Criteria**
 - a. How your supervisor will evaluate your performance
 - b. Specific parameters to be assessed

A copy of the internship proposal and signed cover sheet is to be submitted to the PSM Program Coordinator.

COAST Professional Science Master's Program

Internship Final Report Guidelines

The final report defines a company (or other entity), identifies its goals, and incorporates results from your internship project in a meaningful way. A final report is a document designed to detail the major characteristics of the hosting entity--its products or services, its industry, its market, its manner of operating (production, marketing, management), and its financial outcomes (if applicable), with an emphasis on present and future initiatives. Your final report should emphasize the internship project, potential costs of implementation, and anticipated benefits. The report should summarize the internship project in the broader context of the hosting entity's overall goals.

Individual student internships vary considerably, and therefore no two final reports are alike. You might have focused your internship on a specific research project to learn additional technical skills, but project results should eventually be utilized for some purpose. Broadly consider the application to which your internship project is or could potentially relate. To help you focus on what to include in your final report, you may want to consider the following set of questions:

- What service or product does the hosting entity provide and what needs does it fill?
- How did my internship project contribute to the overall goals of the hosting entity?
- Who are the potential 'customers' for or users of my product or service and why will they utilize it from this hosting entity?
- How will this hosting entity reach potential customers or agency stakeholders?

There are some elements common to all business plans, whether they are written for non-profit or for-profit organizations. A typical business plan is usually divided into four distinct sections, which you should include in your final report:

1. Description of the Business or Organizational Activity

The description should include information about the organization's history, ownership, location, key services or products provided, general administrative structure, and long-term goals. Within this context, conclude with a brief summary of the goals of your internship project.

2. Marketing Strategies

What are the organization's target market, future trends and areas for potential growth? Identify the main competitors, distribution patterns, and things that make the organization unique. Consider how customers benefit from the product or service, what their needs are, and how they can be reached. Include strategic information specifically relating to your internship project, how it will be implemented, what personnel are required, and what this means for the organization.

3. Finances

Begin with a broad overview of the organization's general budget (e.g., income and expenses with major allocations) and then focus on the finances specifically for your internship project. Do your best to describe start-up and on-going expenses as well as anticipated income and profits (if applicable). If project benefits are not monetary, how will your results be utilized in light of the company's overall goals?

4. Management and Human Resources

Describe with whom you worked (title and position) and how they fit into the overall hierarchy of the organization. How did different units within the organization (e.g., research development and business marketing) work with one another? Did you have an opportunity to interact with different types of staff within the organization? How can the firm improve organizational management? Are any changes required to properly implement your internship project results?

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5. References

References in text: References should be cited and ordered by the last name of the author and the year of publication. Examples include:

1. One author – (Jones, 1995) or (Jones, 1995; Smith, 1996).
2. Two authors – (Jones and Kane, 1994) or (Jones and Kane, 1994; Smith, 1996).
3. More than two authors – (Jones et al., 1995) or (Jones et al., 1995a; Jones et al., 1995b; Smith et al., 1994; Smith et al., 1995).

Reference list:

References are listed in alphabetical order according to surname and initials of first author.

Rochlin, M. W., Itoh, K., Adelstein, R. S. and Bridgman, P. C. (1995). Localization of myosin IIA and B isoforms in cultured neurons. *J. Cell Sci.* **108**, 3661-3670.