



College of Charleston

Master of Science in Environmental Studies Program

INTERNSHIP PROPOSAL GUIDELINES

An internship proposal should be completed prior to registration in EVSS 690: *INTERNSHIP*. The outline below lists the items that should be included in an Internship Proposal. After the proposal has been completed and signed by the student, all advisors, and the MES Program Director, the student will be allowed to enroll in EVSS 690: *INTERNSHIP*. Upon satisfactory completion of the project, the student will receive academic credit for the internship as specified in the proposal.

IT IS THE RESPONSIBILITY OF THE STUDENT TO OBTAIN ALL NECESSARY SIGNATURES FOR PROJECT APPROVAL BEFORE ENROLLING IN EVSS 690: *INTERNSHIP*.

INTERNSHIP PROPOSAL OUTLINE

- I. **Project Title**
- II. **Sponsoring Organization**
- III. **Project Supervisor**
- IV. **Internship Advisor**
- V. **Abstract - Outline Specific Project Goals**
- VI. **Project Narrative**
 - A. **Introduction**
 - a. **Statement of Work / Activity**
 - b. **Relevance**
 - c. **Context of Internship and Problem**
 - d. **How the Internship Applies to the Program of Study**
 - e. **Qualifications of the Student (Describe the specific qualifications required for the internship and how the student meets these qualifications; e.g. prior degrees, course work, experience)**
 - B. **Detailed Project Description**
 - a. **Methods**
 - b. **Milestones**
 - c. **Resources (are resources available at the agency?)**
 - C. **Expected Results (a significant part of this will be a formal written report; this report may include detailing background, methods, results, data analysis, interpretation of results, references)**
- VII. **Responsibilities of Sponsor**
- VIII. **Approval Signatures (form on the back of this page)**

For complete information about the final organization and presentation of the Internship, see the *Internship Report Preparation Guide* on the MES webpage at www.cofc.edu/~environ/intern.htm



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INTERNSHIP PROPOSAL APPROVAL FORM

All signatures are necessary for project approval and registration in EVSS 690: *INTERNSHIP*

This internship is submitted as outlined in this proposal for _____ credit hours toward the completion of the Master of Science Degree in Environmental Studies, pending satisfactory completion of the project.

Before working with vertebrates or humans as part of my internship project I will develop the appropriate protocol (IACUC for animals or IRB for humans). I understand that failure to do so may result in a hearing by the respective committees and/or possible loss of grant or fellowship monies.

Student Name (Print)

Student Signature

Date

Title of Internship: _____

Internship Location: _____

This internship is approved as outlined in this proposal for _____ credit hours toward the completion of the Master of Science Degree in Environmental Studies, pending satisfactory completion of the project.

Project Supervisor (Print)

Project Supervisor (Signature)

Date

Internship Advisor (Print)

Internship Advisor (Signature)

Date

Advisor (Print)

Advisor (Signature)

Date

Advisor (Print)

Advisor (Signature)

Date

MES Program Director (Print)

MES Program Director (Signature)

Date