Internship Guidelines for the Professional Science Master’s Degree Program

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The internship is the culminating experience for students in the Professional Science Master’s program. The internship, or capstone experience for those students with substantial work experience, allows the student to work and learn outside of the classroom at an approved site selected by the faculty and student. The internship will also extend a service to the host site/facility by providing a new source of practical experiences, leadership, and potential candidates for employment.

PURPOSE OF PROGRAM
The internship serves three purposes:

1. To offer students the opportunity to learn new information and skills outside of the classroom, or in the case of the capstone experience, the opportunity to apply newly acquired skills to a substantial work-related problem or issue being faced by the capstone experience provider.

2. To teach students how to apply the knowledge and skills learned through the PSM curriculum and business skills courses to “real life” situations.

3. To document the student’s level of preparation to enter professional practice by his or her performance during the intern/capstone experience

PROGRAM DESCRIPTION
An agreement and partnership is established between an approved facility and Texas Tech University (TTU). This relationship should be in the form of a written agreement between the internship or capstone coordinator’s facility and the university.

The internship should provide a comprehensive learning experience for a graduate student who is pursuing a Professional Science Master’s degree in Environmental Sustainability and Natural Resource Management.
The chosen site must be involved in the areas related to the student’s program of study. Students need to be supervised on a day-to-day basis by an experienced, qualified professional that is employed by the facility. The students will be interacting with real, not simulated, situations.

The student may choose to apply for an internship in Lubbock or elsewhere. Students may pursue internships at any approved location in the United States. Arrangements can be made for internships to be done outside of the U.S. and these situations are treated on an individual basis. Most internship locations, unfortunately, do not pay a stipend, however, there are locations that will pay a stipend and/or may offer other benefits such as housing. It is permissible to accept an internship that is paid or includes benefits.

Each student must enroll in PSM 5000 for up to 6 credit hours and complete an agreed-upon number of contact hours at an approved internship site. This opportunity is available during one long semester or two summer sessions and must be completed within a semester in which the student is enrolled. Ideally, the internship should be completed in the students’ final semester before graduation, as the students will then be in a position to consider any job offers that may result from the internship experience. A minimum of 480 clock hours must be completed for the internship. Approximately 10% of the total hours can be used to prepare the written report, and deliver the final oral report.

PREREQUISITES & REQUIREMENTS FOR ENROLLMENT

1. Enrollment (unconditional) in either Track 1 (Biological Sciences) or Track 2 (Natural Resources Management) of the Professional Science Master’s degree program at Texas Tech University.

2. A professional attitude toward the disciplinary subject areas of the student’s program.

3. Enrollment in an internship is mainly for students without significant work experience in the area of sustainability and natural resources management; students who have had significant work experience in one of these areas are eligible to enroll in a capstone experience, although he or she may elect to pursue an internship instead. The experience the student enrolls in is determined following consultation with his/her faculty advisor and is indicated by completing either the INTERN PROJECT DOCUMENT SHEET or the CAPSTONE EXPERIENCE DOCUMENT SHEET.

4. Successful completion of at least 75% of the study program courses.

PROCEDURES

1. It is the responsibility of the faculty advisor and student to locate an internship site. Students should set up a meeting with program advisor at least one semester before the semester in which the internship/capstone experience is to be undertaken to discuss locations. Decisions must be made regarding possible locations of the internship/capstone experience and membership of the student’s graduate committee at this time. It is important for the student and faculty advisor to discuss how the student’s PSM area of concentration qualifies him or her for an internship with a particular facility; this information must be included in the written project proposal.

2. It then becomes the student’s responsibility to contact the agencies of interest to arrange his or her internship/capstone experience and to present the host institution with all relevant procedures and
forms that are to be completed and returned to the home department at TTU no later than four weeks prior to the end of this semester

3. The student must select a committee of three faculty for the presentation of the final project report.

4. The intern must be supervised by an employee at the approved site who has the degree, licensure, and/or certifications to adequately supervise and work with the student.

5. If the internship is to be done at a site outside of Lubbock, arrangements must be made with the graduate advisor to meet BEFORE beginning any internship hours. Failure to comply may result in some hours not counting towards the internship requirements.

6. During the second week of classes in the semester in which the internship/capstone course is being taken, the student must submit to the internship faculty:
   - Completed Verification of Internship Site form
   - Intern Project Document Sheet

7. Close to the end of the internship experience, a final written project must be completed and

8. An oral presentation of the internship/capstone project, based on the final written report, must be made prior to or during the week of final exams of the last semester of the internship. The student is responsible for contacting the committee members to schedule the presentation.

STUDENT INTERN RESPONSIBILITIES

1. Student will set up a schedule with the Site Supervisor who will be supervising them at the site/facility.

2. Dress neatly, professionally, and appropriately according to the Site Supervisor’s instructions.

3. Complete and keep track of all hours applied to the internship.

4. Arrive on time for the entire duration of the internship hours. Students must not leave scheduled hours early or without approval from Site Supervisor.

5. If, for a legitimate reason, the student cannot attend that day, they must call in before the scheduled time of arrival to let the Site Supervisor know.

6. Keep all information concerning legal matters completely confidential. Interns may be asked to sign a “confidentiality” statement.

7. Accomplish tasks and assignments as outlined for intern by the Site Supervisor of the facility.

8. Complete all TTU requirements for the internship experience.

9. Talk to Site Supervisor in advance concerning school breaks....just because TTU has a break, it doesn’t necessarily mean that the facility will allow you to take off.
10. Student must give their Site Supervisor the Evaluation Form to complete. This form must be mailed or faxed directly to the major advisor by the Site Supervisor near the end of the internship.

11. Students should contact the graduate advisor immediately if the student is experiencing any difficulties with the internship or in completing the internship requirements.

12. Every student enrolled in an internship needs to have a functioning e-mail address. Students must check their e-mail on a daily basis for communication from the Graduate advisor and respond according to instructions.

**RESPONSIBILITIES OF SITE SUPERVISOR TO INTERN**

1. Sign the Site Verification Form provided by the student.

2. Act in the capacity of a supervisor responsible for teaching, guiding, and evaluating the performance of the intern.

3. Collaborate with the intern in helping to select a “special project”, which is part of the internship requirements.

4. Make contact with the Major Advisor immediately if there is a problem or concern with the intern.

5. Complete the Evaluation Form for the student intern at the end of the internship and return directly to the graduate advisor either by fax or mail.

**RESPONSIBILITIES OF GRADUATE ADVISOR**

1. **Meet with the student prior to the first week of classes in the semester in which the internship/capstone experience is to be taken to discuss all aspects of the internship.**

2. Contact Site Supervisor concerning the progress of intern.

3. Communicate regularly with intern via e-mail.

4. Evaluate written assignments and evaluation received for each student and assign a letter grade for the course.

**FINAL PROJECT REPORT**

A written final project report must be prepared that will include the items noted below. This report will be submitted to the student’s internship supervisor prior to the completion of the internship (see paragraph in italics below) to allow time for the supervisor to provide a written evaluation of the report, should he or she desire to do so. The supervisor may request an oral report, in addition to a written report.

The final project report must be submitted at the same time to the student’s Major Advisor for evaluation. The advisor will forward the document to the student’s graduate committee.
Following submission of the project document to the graduate committee, a date and time will be scheduled for the student’s final oral presentation which will be based on the written report, but not limited to the material it contains. The committee may ask the student reasonable questions about the internship/capstone experience concerning material not covered in the report, but must respect the student’s being unable to discuss confidential or proprietary information to which he or she was privy as part of the experience.

In cases that require the graduate advisor to submit a “change of grade” form (i.e., the student has a “PR”), project documents are in sufficient time so that the oral examination can be completed 2 weeks prior to the change of grade deadline as mandated by Texas Tech University.

**FORMAT AND ITEMS TO BE INCLUDED IN THE FINAL WRITTEN PROJECT REPORT**

The project document should be in APA format, neat, typed, double-spaced, using correct spelling and grammar.

Specific items and order of items required for final project document. All of the following items must be included in the Student’s Portfolio

**Page 1:** Intern Final Report Checklist Form found on page 21. Leave this form blank, as it is what the course grade is recorded on.

**Page 2:** Title page including name of course, course number, student’s name and place of internship in APA format

**Page 3:** Current resume and cover letter

**Page 4:** Any evaluations received from facility.

**Page 5:** Supervisor’s Evaluation of Intern Form

**Note:** Divide each section with a divider and label each as Section 1, Section 2, etc.

**Section 1: Organization**

- Describe the facility/organization
- Include an organizational chart of the facility and indicate who you reported to.

**Section 2: Copies of the following documents:**

- **Completed Verification of Internship Site Form.** The intern must contact the committee advisor for approval of their special project topic before it is begun (this is to be done within the second week of the internship).
- **Intern Project Document Sheet.** This project should be discussed with the Site Supervisor and the committee chairperson so that the chosen topic is of interest to both the student and the site/facility.

**Section 3: Project Description:**
• Clearly state what the project was, how it was accomplished, and what the results were.
• A list of references used for the project must be included.

Section 4: Duties
• Describe the activities/duties for each week.
• Date each week so that it is possible to track the sequence in which the various tasks were accomplished.
If the duties are redundant, they may be described in one or two sentences.

Section 5: Equipment
• Prepare a list of the major equipment/facilities you used.
• List any office equipment you used.
• Briefly discuss a specific item that is either “state of the art” or an item that is lacking at the facility and why it is needed.

Section 6: Summary & Evaluation (must include the following)

• After you described what was done during the experience, describe what you gained by this experience. What did you learn about yourself during this experience?
• What was the “highlight” of your internship?
• Would you recommend this site to other students? Why or why not.
• Review how well the various classes at Texas Tech University prepared you to perform your duties during your internship experience. Cite specific ways in which you applied the principles/practices attained from your area(s) of concentration in the PSM program through having participated in the internship/capstone experience.
• Include comments such as what you learned about the corporate world; note that photographs documenting your experience are acceptable and encouraged.
• Include a brief discussion of whether the work experience was what you expected.

Section 7: General Comments
• Make any other comments about the internship/capstone program you think are important to be noted.

GRADING
Students will receive a letter grade for the Internship course. In some “pre-approved” cases, students may receive an “I” if they have not completed all requirements for the internship. The “I” must then be changed to a letter grade before they can graduate (when all of the internship and student portfolio requirements are met).

Students can earn a total of 500 points for the Internship. The points break down as follows:
• Project Document = 200 points
• Presentation = 100 points
• Evaluation from Site Supervisor = 150 points
• Forms turned in on time = 15 points
• Meeting attendance = 15 points for initial meeting
- Responded to e-mails in timely manner = 20 points
- Completion of all required hours

Point Scale:
450 – 500 = A
400 – 449 = B
350 – 399 = C
300 – 349 = D
299 and below = F
<table>
<thead>
<tr>
<th>Student</th>
<th></th>
<th>Expected Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-Mail Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Address Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internship Address Phone</td>
<td></td>
<td></td>
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<tr>
<td>Internship Facility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor Title</td>
<td></td>
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<tr>
<td>Internship Position Title</td>
<td></td>
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<tr>
<td>Internship Project Title</td>
<td></td>
<td></td>
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<tr>
<td>Faculty Advisor</td>
<td>Name Title</td>
<td></td>
</tr>
<tr>
<td>Schedule</td>
<td>Start Date</td>
<td>End Date</td>
</tr>
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<td></td>
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</tr>
</tbody>
</table>
Internship Job Description:

Internship Objectives:

We, the undersigned, agree to and accept the conditions and stipulations given above, and in good faith will adhere to this agreement to the best of our abilities. Any changes to this agreement must be mutually agreed in writing by all parties.

__________________________________________ __________________
Student          Date

______________________________________________ _________________
Faculty Advisor  Date

______________________________________________ __________________
Internship Supervisor Date
Any other information you want the committee to know:
VERIFICATION OF INTERNSHIP SITE FORM

I certify that _______________________________ (student intern name) will serve as an intern at _______________________________ (name of facility). This student will be permitted to work 480 clock hours during the following time period:

______________________________________________________________________________.

_During this time, the student intern will be involved in the following activities:_

Facility Name:
______________________________________________________________________________

Facility Address:
______________________________________________________________________________

Supervisor Name:
______________________________________________________________________________

Supervisor Title:
______________________________________________________________________________

Supervisor Phone:
______________________________________________________________________________

Supervisor Fax:
______________________________________________________________________________

Supervisor Email
______________________________________________________________________________

SUPERVISOR SIGNATURE:
______________________________________________________________________________

Student Signature:
______________________________________________________________________________
**SUPERVISOR EVALUATION OF INTERN FORM**

Intern Name: 

_____________________________________________________________________________

Name of Internship site: 

___________________________________________________________________

Name of Supervisor/Title: 

__________________________________________________________________

Address of site: 

___________________________________________________________________________

To the supervisor: Please evaluate the performance of the intern by circling the appropriate response under each of the areas below. Your personal comments concerning the intern or the program are encouraged.

**Evaluation Ratings: N/A, 1 Poor, 2 Fair, 3 Average, 4 Good, 5 Excellent.**

### Personal Qualities

<table>
<thead>
<tr>
<th>Quality</th>
<th>N/A</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dresses appropriately &amp; neatly</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acts professionally</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shows initiative</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Accepts criticism</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Demonstrates enthusiasm</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Is punctual &amp; dependable</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

### Working with Individuals

<table>
<thead>
<tr>
<th>Quality</th>
<th>N/A</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates knowledge of workplace issues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledgeable about workplace subject areas</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Receives corrective feedback in a positive manner</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
Establishes good rapport with individuals N/A 1 2 3 4 5

**Professional Qualities**

Establishes rapport with personnel & supervisor N/A 1 2 3 4 5

Demonstrates adequate background knowledge N/A 1 2 3 4 5

Communicates well N/A 1 2 3 4 5

Seeks new knowledge N/A 1 2 3 4 5

**Management**

Manages time efficiently N/A 1 2 3 4 5

Care in use of equipment and facilities N/A 1 2 3 4 5

Promptness, neatness, and adequacy of records and reports N/A 1 2 3 4 5

Uses good judgment in making decisions N/A 1 2 3 4 5

Would you feel confident in hiring this intern for a full time position or in providing a position recommendation? Yes ____ No _______

I certify that this student has completed a total of ________________ hours of internship experience.

_________________________________________
Signature of Supervisor

_________________________________________
Position/Job Title

_________________________________________
Date

NOTE: Please feel free to write any additional comments below. Please see “Interpreting the Evaluation Scale” for any help in responding to any of the above items

Additional Comments:
INTERPRETING THE EVALUATION SCALE

The evaluation scale includes a consideration of each of the items listed below. The intern can earn a total of 150 points on this evaluation and it is worth 30% of their total grade for the internship. The intern is rated, in terms of a 5 point scale, on each item. The qualities to be rated may be further defined as follows:

1. PERSONAL QUALITIES
   a) Dresses professionally, neatly, & appropriately.
   b) Shows initiative (does more than is assigned or expected).
   c) Accepts constructive criticism and works toward improvement.
   d) Punctual - arrives on time or early and carries out assigned tasks.

2. WORK WITH INDIVIDUALS
   a) Demonstrates adequate knowledge of the subject area.
   b) Demonstrates knowledge in over-all subject area.
   c) Gives corrective feedback in a positive manner.
   d) Establishes a good rapport with individuals.

3. PROFESSIONAL QUALITIES
   a) Establishes good rapport with personnel and supervisor.
   b) Demonstrates knowledge of basic principles.
   c) Uses adequate verbal and non-verbal communication skills.
   d) Continues to pursue and apply new knowledge.

4. MANAGEMENT SKILLS
   a) Uses time efficiently.
   b) Shows knowledge of care and use of equipment.
   c) Demonstrates promptness, neatness and adequacy of records and reports.
   d) Uses good judgment in management and decision making.

Student Name: ________________________________

INTERN FINAL REPORT CHECKLIST
**Please place this sheet at the beginning of the document.

DO NOT WRITE ON THIS FORM
The Committee will use this form in evaluating the document **

_______ Page one - Intern FINAL REPORT Checklist
_______ Page two - Title Page
_______ Page three - Current Resume
Section One - Description of Facility/Organization

Section Two – Copies of Documents:
- Completed Verification of Internship Site form
- Intern Project Document Sheet

Section Three – Project Description

Section Four – Duties

Section Five – Equipment

Section Six – Summary & Evaluation

Section Seven – General Comments

GRADE:

COMMENTS:
**Capstone Project**

The capstone experience is a team-oriented, often inter- or multidisciplinary project, which expects participants to undertake an employer-based real world project for experience.

The project may be a problem the employer has left unsolved for a variety of reasons such as being unable to devote sufficient resources to it, having insufficient time for solution, or the project may be a problem too large to undertake as a single entity, in which case the team may elect to tackle a portion of the project considered solvable in the time allotted.

This experience is meant to bring together both the science and the professional skills components of the students’ educational experiences and demonstrate their ability to work together successfully as a team to provide a solution, or possible solutions to the problem. Students may elect to participate as team members on individual projects if they have sufficient experience to be successful. Recommendation for participation will be determined by the students’ major advisors to the employing entity.

This process will begin by employers proposing projects appropriate for the capstone experience for students in the PSM program. Employers will describe the nature of the problem and it will be up to the PSM students to organize a team to prepare a proposal for the employer suggesting how this group, working together, may find a way to solve the proposed problem. Included in the proposal will be:

a. Statement of the problem to be solved  
b. Component difficulties  
c. Types of expertise deemed necessary to tackle the problem  
d. Estimate of time required to develop a workable solution to the problem  
e. Needs and requirements of the team for support and assistance to devise a solution to the problem

Based on proposals submitted by student teams and advisor recommendations, employers have the option of agreeing to accept students for participation and to provide guidance for the projects, to the extent to which they are able.

The team is expected to propose a solution to the employer’s problem, not actually carry out the work to solve the problem. A written report is expected from the team of students which will include the following:

a. Statement of the problem to be solved  
b. Component difficulties  
c. Solutions to component difficulties, as proposed by the team members  
d. Overall solution to the problem  
e. Contribution(s) to the solution of the problem made by each team member

An oral report of the problem and the team’s solution will be presented to the employer upon request.

The employer will provide a brief written evaluation of the problem, the team’s assessment of the problem, their solution to the problem and their professionalism in dealing with the problem as a team. This evaluation will be provided to each team member for inclusion in his or her portfolios and to each student’s major advisor.

A final oral report of the capstone experience will be presented to the student’s advisory committee prior to presentation of the portfolio for acceptance for graduation.
Capstone Facility_______________________________________________________

Address                                                                 Phone

Supervisor                                                               Title

Capstone Project Title _________________________________________________

Students Participating in this Capstone Project:

1. _______________ ___________________________  
   Name                          Expected Graduation Date

   ________________________________  
   E-Mail Address

   ________________________________  
   Faculty Advisor Name            Title

2. ________________________________  
   Name                          Expected Graduation Date

   ________________________________  
   E-Mail Address

   ________________________________  
   Faculty Advisor Name            Title

3. ________________________________  
   Name Expected Graduation        Date

   ________________________________  
   E-Mail Address

   ________________________________  
   Faculty Advisor Name            Title
Please use additional sheets if other PSM students are participating in this Capstone Experience. We, the undersigned, agree to and accept the conditions and stipulations given in the capstone project description, and in good faith will adhere to this agreement to the best of our abilities.

Any changes to this agreement must be mutually agreed in writing by all parties.

1. Student ___________________________ Date ________________
   Faculty Advisor ___________________________ Date ________________

2. Student ___________________________ Date ________________
   Faculty Advisor ___________________________ Date ________________

3. Student ___________________________ Date ________________
   Faculty Advisor ___________________________ Date ________________