

Guidelines for Internship (ESS 5398 or 5698) Ending in a Culminating Experience that Meets the Comprehensive Exam Requirement

Responsibilities of the Student

1. To be able to enroll in ESS 5398 or 5698, the student must have: 1) a minimum GPA of 3.0; and 2) completed at least 18 hours of graduate coursework, and 3) successfully completed ESS 5346 and ESS 5356.
2. Before registering for the course, the student must prepare a satisfactory proposal. This proposal is limited to 2 pages and should include a description of regular/daily assigned responsibilities and a major internship project. The requirements for a culminating experience associated with an internship are not simply met upon acquiring the designated number of internship hours. The requirements for this culminating experience are met once the student:
 - a. Completes an internship portfolio (which includes: (i) a summary of the original goals/objectives, whether they were achieved, and how they were achieved or why they were not achieved, (ii) a detailed description of projects and how they contributed to the agency; (iii) an explanation of how the activities were of value to the students growth and development; (iv) suggestions for professional improvement and skills the student needs to acquire or improve upon); and
 - b. Presents his/her project at the HHP Scholars Day student poster session. If the culminating project is completed in the summer term, the graduate student must schedule an oral presentation of his/her project with the supervising faculty member and at least one other graduate faculty member.
2. The student must submit the proposal to the Graduate Internship Supervisor. At that time, the Graduate Internship Supervisor will either approve or deny the student's request to enroll in ESS 5398 or ESS 5698

Responsibilities of the Graduate Internship Supervisor

1. The Graduate Internship Supervisor is responsible for guiding the student, providing feedback, and evaluating the final product.
2. The Graduate Internship Supervisor will assign the final grade.
3. Upon completion of the culminating exercise, the Graduate Internship Supervisor will inform the Graduate Coordinator of the student's successful completion. The Graduate Coordinator will complete and submit the Comprehensive Examination Report to the Graduate School.
 - a. As indicated above, completion of an internship does not imply that the student has completed his/her culminating experience and met the comprehensive exam requirements.
 - b. The requirements for this culminating experience are met once the student: 1) completes an internship portfolio (which includes: (i) a summary of the original goals/objectives, whether they were achieved, and how they were achieved or why they were not achieved, (ii) a detailed description of projects and how they contributed to the agency; (iii) an explanation of how the activities were of value to the students growth and development; (iv) suggestions for professional improvement and skills the student needs to acquire or improve upon); and 2) presents his/her project at the HHP Scholars Day student poster session.

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The completed form and proposal (limited to 2 pages) must be submitted to the Graduate Coordinator on or before the due date during the semester the project will be implemented. Please submit the application below and the proposal as a single Word document.

Request Form

Student's Name (Printed): _____ Net ID: _____

The semester and year that this course will be taken: _____

Degree Program: _____
(Note. A copy of the proposal must be attached to this form.)

Signature of student: _____ Date: _____

Project Supervisor (Printed): _____

“Based on my knowledge of this student’s ability and my determination that the proposal, when satisfactorily completed, will significantly enhance this student’s professional growth, I, as Graduate Internship Supervisor, recommend that this request for an internship and resulting culminating experience be favorably considered.”

Graduate Internship Supervisor’s Signature: _____ Date: _____

Approved:

Graduate Coordinator

Culminating Project Proposal (include here):