

[Project Title (From Internship Proposal)]

Final Internship Summary Report

Department of Applied Environmental Science

California State University Monterey Bay

In Partial Fulfillment of the Requirements for the Degree

Master of Science

in

Environmental Science

by

[Name Last Name]

[Term, year (e.g. Spring, 2016)]

Approved by

[Dr. Name Last Name (of advisor), Faculty Advisor]

Faculty Advisor Signature: _____ Date: _____



Final Internship Summary Report Guidelines

Master of Science Degree in Environmental Science

Your written ENSCI Professional Science Master's (PSM) Internship report is separate from other reports, products, and deliverables prepared to meet the requirements of your internship project. This report is based on your proposal and some of the questions will be similar. Please note all the changes that took place since your proposal submission including all modifications to methodology, goals, and deliverables.

General guidelines

The ENSCI PSM Summary Report should be 6 - 10 pages (1 inch margins, 1.5 spacing, and 12 point font) with additional pages for appendices, figures, tables, and maps. All figures and tables must be properly captioned and referenced in the text where applicable. The report must include the following information:

1. General project description
 - Introduction to the topic (context and background)
 - Statement of the problem or goal
 - General objectives
2. Intern role and responsibilities
 - Specific tasks and methodology
 - Final outcomes and deliverables
3. Internship Experience within the context of the ENSCI program
 - ENSCI courses and skills used in this internship
 - New skills and/or knowledge acquired through this internship
 - Additional courses or skills that would have better prepared you for your internship
4. Personal Value of the Internship
 - Reflect upon the internship's value to you. Did the internship meet your expectations?
 - Were there unexpected benefits, challenges or problems?
 - Reflect upon the relevance of the internship to your career path
5. Appendices
 - Attach reports, articles, and other products of your internship when applicable
6. References
 - Include 5 or more citations with at least 3 from peer reviewed sources

Submission

Your approved internship report must be turned in to the ENSCI Academic Coordinator by 5:00 p.m. on the last day of instruction (the week prior to the assessment /final exam period) of the term in which you are graduating. Your graduation date will be postponed if you do not meet this deadline. In order to graduate, you also must submit your final PSM evaluation, and have completed your 400 internship hours by 5:00 p.m on the last day of instruction of the term in which you are graduating.

Accompanying documents and attachments

Include all your internship products as attachments to your PSM report. This includes articles, reports, papers, and any other deliverables that support the completion of your internship.

Evaluation Rubric for the ENSCI PSM Summary Report

The purpose of this form is to both clarify the report expectations to the students and to help advisors provide feedback. The completed form can be turned in with the report, but it is not a requirement.

Student Name: _____ Advisor Name: _____

Internship Project Name: _____

1. Report Content	Points (1 - 5)	Comments (optional)
A. Introduction to the topic (context and background)		
B. Statement of the problem or goal		
C. General objectives		
D. Specific tasks and methodology		
E. Final outcomes and deliverables		
F. ENSCI courses and skills used in this internship		
G. New skills and/or knowledge acquired through this internship		
H. Additional courses or skills that would have better prepared the student for this internship		
I. Reflection on the value of the internship to the student. Addressed whether the internship meet their expectations		
J. Describes unexpected benefits, challenges or problems		
K. Reflects upon the relevance of the internship to their career path		
L. Attached reports, articles, and other products of the internship when applicable		
M. Includes 5 or more citations with at least 3 from peer reviewed sources		
2. Report Quality	Points (1 - 5)	Comments (optional)
A. The report meets your expectations for a graduate-level PSM summary report		
3. Quality of writing	Points (1 - 5)	Comments (optional)
A. Mechanics (correct spelling, grammar, and punctuation; proper sentences and paragraph structure; correct use of capitalization)		
B. Ideas, content, and tone (interesting, well-stated main idea or topic sentence; uses logical plan with an effective beginning, middle, and end; good flow of ideas from topic sentence to details in sequence)		
C. Scientific writing (proper use of citations, support for major ideas, correct use of scientific terms, etc.)		