A. CHECK LIST

___ Identify a potential internship (Part B) (we can help you with this if needed)
___ Discuss potential internship with the faculty coordinator (after filling out Part B)
___ Contact the potential partner to confirm interest in hosting the internship
___ Develop a proposal for internship and submit to faculty coordinator for approval (Part C)
___ Generate a timeline for internship (Part D)
___ Write the final report, with evaluation from partner (Part E)
___ Meet with the faculty coordinator for an exit interview

B. CESD INTERNSHIP GUIDANCE

The goal of the internship is to create an opportunity for the student to interact with a stakeholder or decision maker in order to gain experience and insight on the challenges of working at the interface between science and decision making.

The internship may be one in which the student is working at (or working closely with) an organization to design a product (e.g., an online tool, report, or other output prioritized by the organization including hearings, presentations or other events) or assisting in the development of outreach content for that group’s public (e.g., climate change message for organization’s public). The internship should result in a co-produced end product.

The internship should meet these criteria:

- Requires close interaction with a decision maker or decision making organization
- Entails interactive, iterative engagement
- Results in an end product/contribution as the result of a collaborative effort

The internship will be set up with the faculty coordinator near the end of the student's CESD program (during semester of final coursework). The student will submit a proposal for the internship to the faculty coordinator for approval in advance of registering for internship credits. At the end of the internship, the student will submit a summary report on the activities of the internship, with a brief, signed evaluation from the internship partner. The content and format of the report will be determined in consultation with the faculty coordinator and the internship partner. A final exit interview will take place once the project is completed and report submitted.
Addressing the internship requirements below will help you identify and assess an appropriate internship. Once your internships is identified and discussed with the faculty coordinator, follow the template for writing the internship proposal (Part C).

1. NON-SCIENCE PARTNER

   a. What is the organization/institution, and the name of the person with whom you would do the internship?

   b. If your proposed partner for the internship is an academic or government researcher, who will be the non-scientist end-user/stakeholder for this internship, with whom you would be directly interacting?

2. INTERNSHIP END PRODUCT(S) AND DISSEMINATION

   a. What is the science part of this internship (i.e., what is the scientific information that will be the basis for stakeholder engagement)?

   b. What will be the end result of the internship (e.g., a product such as a newsletter, a web-based tool; a service such as a web page enhancement; an experience such as organizing and helping convene a stakeholder workshop; or activity such as scoping, defining, and establishing a process in which the partner is interested)?

   c. How do you envision the result of your internship will be used (e.g., to involve/engage/educate your partners’ public or clients or audience)?

   d. How will the result of your internship be disseminated?

   e. Though you may not have the opportunity to carry it out, how might the result of your interaction be evaluated (possible metrics)?

3. LOGISTICS

   a. What will be the mechanism for direct and iterative engagement with your partner? (i.e., working at their organization, periodic meetings, regular emails, phone calls)

   b. What is the proposed time frame for the internship? (intensive or spread over a semester, approximate timeframe)

   c. How/where will the interactions with your partner take place? About how many face-to-face visits or hours (roughly)?

   d. Of the 135 hours required for the 3-credit internship, approximately what percent of your internship hours will be working directly with your partner?
C. TEMPLATE FOR INTERNSHIP PROPOSAL

1. Basic Information
   Project Title:
   Partnership Organization:
   Partner name and position:

2. Project purpose (including the partner need the project will address)

3. Project description (short, one paragraph)

4. Major tasks

5. Estimated time budget for each task (approximate) and total estimated hours:

6. Deliverable(s) (what will be produced?)

7. Plan for dissemination of results

D. TIME LINE

Please provide dates for:
   • start of project
   • mid-term assessment (meeting with faculty coordinator; one or more depending on
     length of project)
   • end of project
   • final report
   • exit interview

E. SUMMARY REPORT

The summary report should include a description of:
   • the internship process (partner details & logistics)
   • outputs (products)
   • outcomes (how the results of the internship will be used by the partner; observations
     about meeting needs of the partner and the organization goals).
   • a brief statement from the partner on the success/satisfaction with the internship
     outcomes