

Internship Requirements
MARE 480 - Parr - Fall 2013

Before leaving UHH for the summer

- Submit your Internship Agreement Form (supervisor signature required – email verification OK) Due by Wednesday, 5/8.
- Submit your internship objectives (see below for format). Due by Wednesday, 5/8.
- Take the online sexual harassment training course – submit the certificate by the start date of your internship.

Within 10 days of beginning the internship

- Submit your preliminary proposal (“10-day proposal”) - see below for format

During the internship

- Keep a journal - see below for format - Due every 2 weeks for full credit (scan or email or Xerox/mail) – see the calendar for due dates. Your first due date is the first date after your start date on your internship agreement form.
- Complete your 165 hours
- Collect evidence for your portfolio (see document on PEAKS portfolio)
- Maybe do the informational interview – not due until fall, but may want to do it while you have access to people at the internship site.
- Get your supervisor to complete the evaluation form at the end
- Complete the Debrief assignment and submit it on the due date (see the calendar).

During the semester

- Complete the in-class / online requirements for the course
 - Attend classes and participate in daily work, discussions and in-class and online assignments. These will involve topics such as job hunting, interview skills, and workplace issues.
 - Write a resume and cover letter as assigned, and polish it over the course of the semester in preparation for job hunting.
 - Record 2 mock interviews
 - Establish a Skype account and prepare for Skype interviews
 - Establish a professional online presence with Linked-In (maybe...)
 - Prepare a portfolio in PEAKS format.
 - Polish your proposal
 - Write a final report.
 - Give a formal presentation. The format for each will be distributed in the fall, but basically you’ll be summarizing what you did, how it went, and how well you met your objectives, and evaluating yourself and your experience.

Objectives Format

Sample Objectives:

Objectives must be measurable (visible, testable, tangible) and behavioral (what you will do).

I intend to:

- Set up and maintain a saltwater aquarium;
 - Collect field data on oyster spawning success and learn how to do the statistics required to analyze that data
 - Assist in a fish recruitment study at Kapoho
 - Co-present the results of the fish recruitment study at the XYZ conference in Honolulu in July, 2006
 - Develop 5 educational programs about (***) and present them to the public
 - Develop an outreach program centered around mobile touch tanks and present it in the public schools
 - Become proficient in the use of the following laboratory equipment: (*****)
 - Use transects and quadrats to calculate coral and algae cover
 - Interview the staff scientists at the National Marine Fisheries Survey and compile their answers about preparing for a career in fisheries research
 - Organize and carry out 3 extensive beach clean-ups on the Puna coastline
-

Journal format

The *journal* should be both a log of hours worked / work done, and a written reflection about the internship experience.

- Show what you are doing in your internship, and provide evidence that you are achieving your objectives. Entries should be made daily or every other day.
 - Be detailed enough that you can use it as a memory jog when you write your final paper. Write down what you did, what was expected of you, who you met, what went well and what didn't; record your achievements as well as your frustrations, and consider what you would do differently if you were to do the internship over again. The more you write along the way, the easier it will be to pull together your final paper.
 - Include your reflections about how your internship is going
 - Include the hours worked each day, and a tally of the hours worked over the project.
-

Portfolio Evidence

The *evidence for your portfolio* should include any materials you've collected over the internship that will provide documentation / evidence of your achievement of your objectives: include photographs, pictures, brochures, flyers for programs you put on, information about conferences you attend, samples of documents you create, etc. See the attached list of ideas for portfolio inclusions.

The Proposal Format:

Title Page

Introduction

Background and relevance of internship project / topic (with in-text references)

Relevant information about agency / organization (with in-text references)

Gap / need for what you propose to do

Statement of proposal

Objectives:

Specifically, the objectives you will accomplish

Methods:

Study site / internship location– picture and description

Each objective and how you will go about accomplishing it

Deliverables:

What you will have at the end of the project to show you accomplished your objectives

Budget and budget justification

May be hypothetical

Timeline

The major timing marks for various parts of your project

References