

**Marine Sustainability Internship
Syllabus
Taken for credit in Fall 2010**

Course Number: FISH/MSL/ANTH/NRM 680

Course Credits: 2 (0+0+2)

Grading Scheme: Letter

Timing: The Internship is generally completed in the summer and academic credit is offered in the following fall semester.

Description: Students of the Marine Ecosystem Sustainability in the Arctic and Subarctic (MESAS) program participate in internships to broaden their interdisciplinary training, develop new research tools, build expertise outside their home discipline, gain exposure to careers, and gain a unique perspective on research problems. Internships are for 8 to 12 weeks of full-time commitment and take place during the student's first summer in the program. In the autumn students report on and meet to discuss their internship experiences. (0+0+2)

Prerequisites: MSL 652 and permission of instructor

Location: Internship to be arranged with partner organization

Meeting Time: 8-12 weeks during summer

No required course readings

Course Instructor:

Dr. Ginny Eckert

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Internship Goals and Student Learning Outcomes:

MESAS students participate in Internships to

- broaden their interdisciplinary training,
- develop new research tools,
- build expertise outside their home discipline,
- gain exposure to careers, and
- gain a unique perspective on research problems.

Expectations:

- The duration of the Internship is 8 to 12 weeks (40 hrs/wk) and generally takes place during the MESAS student's first full summer in the program. Alternative arrangements may be made if the student has special needs.
- The final Internship proposal must be submitted well before the Internship begins. (See deadlines below.)
- The Internship experience should complement, but not substitute for, on-campus class work and dissertation research.
- Data gathered through an Internship can be included as a part of a student's dissertation, if the partner organization approves the student's use; and if data collection also contributes to the student's training in areas outside their home discipline.
- It is important that the student state why a specific Internship is preferred and how it meets the objectives stated above.
- Students have considerable flexibility to select and organize Internships that meet their specific professional and educational needs.

The proposal and planning of the Internship:

Each student works with the MESAS Director, who is the course instructor, and his or her UAF thesis supervisor to identify an appropriate Internship. It is the responsibility of the student to draft and negotiate an Internship proposal that notes the key contact people and organizations. The proposal identifies who from the sponsoring organization(s) will serve as the student's on-site supervisor. The proposal specifies the roles of the student and the on-site supervisor during and after the Internship.

MESAS faculty recognize that there will be significant variation in Internship arrangements among trainees. Some projects will require in-residence (or in the field) obligations in the early part of the Internship with writing or analysis in the latter part. Other projects may require travel. Some projects may involve data collection and data analysis while others might focus on policy development or outreach. MESAS faculty will be flexible in reviewing Internship proposals.

MESAS will provide students with fellowship support, and a small amount of money is available to support travel. Hosts are expected to provide a work venue and standard workplace amenities such as desk, telephone, computer and access to specialized equipment. Hosts should plan on covering any significant travel, equipment, or supply costs that might be incurred. Hosts should clearly instruct trainees concerning hours of operation, safety, behavior or dress codes, and other matters germane to the Internship workplace.

The Internship proposal (max 3 pages) specifies:

1. The names and contact information (job title, institution, mailing address, phone, fax, e-mail) of the key people and organizations involved
2. number of credits desired
3. duration and dates
4. location of activities
5. rationale for the proposed Internship – include how this project bears on marine ecosystem sustainability and fits the overall goals of MESAS
6. the goal of the Internship project
7. the responsibilities of the student, including leadership and communication elements expected
8. the responsibilities of the on-site Supervisor
9. others' responsibilities (if any)
10. whether there will be dissemination constraints on knowledge or products developed by the student
11. anticipated products -- publications and presentations expected, including venue and authorship – should scale with number of credits desired
12. the proposed budget with listing of the contributions of various organizations
13. signatures by Internship course instructor, Student's faculty advisor & student

The proposal should be accompanied by a letter from the host organization indicating their full participation in the Internship as described in the proposal.

Getting approval to undertake an Internship:

A proposal with accompanying letter should be submitted to the Internship course instructor by April 1 and may be submitted earlier. The details of the proposal must be well coordinated with the Internship host organization. Drafts of the proposal are welcomed at any time and are highly recommended to receive input. The instructor will review and approve the proposal. As needed, the instructor will work with the student to discuss the Internship and revise the proposal. The student should not finalize plans for the Internship with the sponsoring organization or on-site support person until this step is completed. This process typically occurs through iterations of discussions with key people.

Supervision:

The student works closely with his or her on-site supervisor and the Internship course instructor to ensure a successful Internship. During the Internship, each student actively engages with other students conducting Internships to share experiences, frustrations, progress, etc. The student must submit a two- to three-page progress report on the Internship after the first month. This paper will be shared with other students and the Internship course instructor for comment and group e-mail discussion.

The on-site supervisor is asked to write an evaluation of the student's performance after the Internship is completed. The student is responsible making sure that the form is delivered and the on-site supervisor understands the importance of this responsibility. Forms should be returned to the Internship course instructor before the student leaves the Internship site.

Written assignments:

Students will be required to prepare the following written products:

- Internship proposal (described above). This may be submitted electronically and is **due 1 April**. The proposal may be submitted earlier if approval is desired earlier.
- A brief report one month into the Internship describing the work underway, revisions to the original Internship plan, and obstacles encountered. This may be submitted electronically and is **due one month after Internship begins**.
- A brief (1-2 paragraphs) written description of work accomplished on Internship project. This will be posted on the MESAS web site. This should be submitted electronically and is **due 1 September**.
- A written report or manuscript (see guidelines for each below) should be submitted to the course instructor as a word doc and is **due 1 December**.
 - a) Report. 5 to 8 page reflection paper about the internship. The reflection paper should address how the student's learning goals were achieved, key lessons from the experience, and special challenges of the internship. If the student completed a special project during the internship, then results from that project should be addressed.
 - b) Manuscript. Student may elect to write a concept article for a technical or a non-technical audience relevant to the Internship assignment. The content/style/length will be dictated by the target venue. Possible publication outlets include scientific journals or popular publications (e.g., Bulletin of the Ecological Society of America, Estuarine Research Federation Newsletter, in-flight magazine for airlines, Chronicle of Higher-Ed, Choices, Alaska, *Oncorhynchus* Newsletter of the Alaska Chapter of the AFS, etc. This list is by no means exclusive but is intended to provide a sense of the flexibility of potential venues.). Digital products or juried performances may also be acceptable. The elements of a solid publication include:
 - Broad distribution
 - Peer reviewed or reviewed by someone other than the author
 - Credible venue
 - Printed or electronic format
 - Stable, will be around for a while
 - Must be retrievable by a knowledgeable librarian
 - Must have a focused audience
 - Must be citable in a scholarly work.

Capstone Presentation:

Students present an oral presentation on their experiences to MESAS students and faculty during the

MESAS retreat after the Internship. This will be a celebratory event where students will share the scholarly work accomplished in the Internship. It will also include a reflective component on their perceptions of the Internship.

The presentations will:

- Describe the work accomplished in the Internship and the results obtained.
- Synthesize the social, scientific, and human dimensions of the problem addressed during the Internship.
- Reflect on the overall experience and how it has changed (or not) the trainee's view of marine ecosystem science and management.

Details on the length of the presentations, venue, and other logistical matters will be provided later.

Evaluation:

The course grade will be based on:

- Proposal (25%)
- One Month Progress Report & Communication with MESAS students & course instructor during Internship (10%)
- Evaluation by Internship Host (10%)
- Summary of Internship (5%)
- Article for Publication related to Internship (25%)
- Oral Presentation (25%)

Late assignment policy:

All late assignments will be deducted 10% per day. If an extension is required, then student should contact the instructor well in advance.

Financial Considerations:

Students supported by the IGERT are eligible for a travel grant up to \$800 to defray costs of travel related to the Internship. Sponsoring organizations are encouraged to provide financial support for the student's living expenses, travel, food costs, and equipment needed.

The NSF IGERT fellowship will cover student stipends during the Internship period. If an IGERT student is paid a salary by another organization during the Internship period, he or she cannot receive IGERT fellowship funding for the same time period. Please let us know if you have concerns about this policy, and we will work out the details on an individual basis.

Code of Conduct:

MESAS students not only represent the University of Alaska but also serve as ambassadors for the highest ideals of MESAS and are expected to comport themselves as mature professionals. All communication must be made in a timely manner. We expect everyone to use e-mail in order that we can communicate efficiently with each other. Students are expected to offer peers constructive advice and support.

Ethics:

You are expected to do your own work in accordance with the UAF Student Code of Conduct (<http://www.uaf.edu/catalog/current/academics/regs3.html>). Cheating and plagiarism are very serious offenses, and will not be tolerated. Any product that contains plagiarized material will receive a grade of zero and you will receive an F in the course. Be sure you understand what constitutes plagiarism and cheating (see below for help on this). Any student who turns in a paper with any content not written by him/herself (such as purchased from a company or downloaded from the Internet) will flunk the entire

course. Yes, it is *that* big a deal.

Rasmuson Library has prepared materials to help you better understand how to properly cite sources. For an explanation of what constitutes plagiarism see:

<http://www.uaf.edu/library/instruction/handouts/Plagiarism.html>

For an explanation of how to properly cite sources see:

<http://www.uaf.edu/library/instruction/handouts/Citing.html>

Disability Services:

The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. The Instructor will work with the Office of Disabilities Services (208 WHIT, 474-5655) to provide reasonable accommodation to students with disabilities. Contact the Instructor to inform him/her of your disability and the need to interact with the Office of Disability Services.