**REMOVE OR REPLACE ALL TEXT IN RED FOR SUBMISSION**

**NON-HYPOTHESIS-DRIVEN INTERNSHIP PROPOSAL TEMPLATE**

**ALL TITLE PAGE FORMATTING MUST STAY ON ONE PAGE; ALL SIGNATURES MUST BE ON FIRST PAGE**

**Title of Proposal**

An internship proposal for the Master of Professional Science Program

*Rosenstiel School of Marine, Atmospheric, and Earth Science*

*University of Miami*

In cooperation with

*Full Name of Hosting Agency*

**(student signature here)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Your Name*

*Track Name*

*Full Department Name*

Date of Submission (Month DD, Year)

Approved by:

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Full Name*

*Full Position Title at UM (include division and/or department)*

*Committee Chair*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Full Name*

*Full Position Title at Organization (include division and/or department)*

*Internship Supervisor*

***If Applicable****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Full Name*

*Full Position Title (include division and/or department)*

*Committee Member*

**Project Summary**

This is similar to a paper’s abstract, except everything will be in future tense, since you are just proposing it and have not started work. Begin with a few sentences of introduction, lead into your specific objective or project, give a few sentences about methods, and finish up with a few sentences highlighting the potential merit of the project. 350 words or less.

Please format entire paper to have 1.5 or double-spaced lines. Please use consistent font. Font size 11- or 12-point font. Include page numbers.

**Table of Contents**

(Notes that are in red can be removed or replaced, and the headings are just examples. You may need more or less than what is shown. Include headers consistent with formatting choice, e.g., APA.)

**1.0 Introduction** X

**2.0 Materials & Methods** (do not use subheadings if only including one activity) X

2.1 Activity 1 X

2.2 Activity 2 (repeat as necessary) X

2.3 Task Schedule and Deliverables X

**3.0 Limitations and Delimitations** X

**4.0 Plans for Dissemination** X

**5.0 References** X

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**1.0 Introduction**

A rough suggested outline for your introduction is as follows (THESE SHOULD BE WRITTEN INTO A COHESIVE SECTION - DO NOT NEED SEPARATE SUB-HEADINGS):

**Organization background**: minimum 2-paragraph description of your internship organization, their mission, and existing activities or programming relevant to your project topic.

**Literature Review**: A review of the relevant scientific literature on the topic as it informs your understanding of the problem, potential solutions, and relevant tools and approaches. What background do you need to understand your topic fully?

\*The literature review will be the most robust part of your introduction. The length of your literature review is dependent on your project and committee’s expectations - word count and page count will vary. **Include at least eight relevant, peer-reviewed scientific sources.**

**Problem/needs statement**: brief description of the need or problem identified in collaboration with your internship organization that you will address through your final project.

**Project significance and importance**: brief description of your project objectives, given the previous background (What are you trying to do? How will you know if you’ve succeeded?)

**2.0 Materials & Methods**

**Introductory paragraph(s):** This section should include your approach, planning, and tools. Consider the methods you are using to collect your data or create your project (at least one paragraph).

**Activities**: For each activity (if more than one), be sure to consider activities/outputs/timeline, measures of “success” through qualitative/quantitative measures or analyses\* and how they align with the long-term goals of the project/organization.

Consider including detailed descriptions of:

* Planning stages (what does the process look like? What are the steps?)
* Key stakeholders and needs (who are your audiences/stakeholders for the project? What are their needs? How do you know?)
* Primary activities and plan for implementation (What will you do? How will you do it?)
* Goals for impact (What do you hope what you’ve done will accomplish, and how was that goal established?)
* Plan for evaluation of impacts (How will you know you’ve succeeded?)
* Specific metrics for implementation and success (At various stages of your project, how will you know you were “on track” or assess your success?)
* How will all this planning, knowledge, and background shape your deliverables and end products?

\***If applicable**: If your project requires statistical analyses, planned analyses must be as thorough as possible. Your committee may require you to include experimental design, power analyses, planned statistical tests, technological tools, and software packages you intend to use. If applicable, it is also recommended to include a detailed map of your study area (try to create your own in GIS or Google earth) indicating important topographical features to the project. To determine if a map is necessary for your project and what type of statistics you should report, consult with your committee.

2.1 *Activity 1*

2.2 *Activity 2*

2.3 *Task Schedule and Deliverables*

This is usually a short paragraph or table with dates associated with tasks. Include a task schedule and timeline for deliverables (including a Gantt chart or project timeline). It may be helpful to develop a logic model or a Theory of Change model for your project. This should happen before the work itself and can be a vital part of your planning process. For a helpful walkthrough of logic models and how to create one, please see [this webpage](https://ctb.ku.edu/en/table-of-contents/overview/models-for-community-health-and-development/logic-model-development/main).

**3.0 Limitations and Delimitations**

Brainstorm possible problems you will encounter and how you plan to deal with them. What is your Plan B, Plan C, etc.?

**4.0 Plans for Dissemination**

This should be simple since you will all be giving a final presentation here at Rosenstiel and/or at your internship organization, which may be delivered to various audiences. However, your specific project may have other deliverables like written and online publications, a new class/workshop/program, a product (like a manual, documentary, equipment, etc.) and more, which you should also include here.

**5.0 References**

It is most important that you stay consistent in your formatting. APA style formatting is recommended; however, you may also use other options, such as MLA, Chicago, etc. For citation assistance, [this website](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html) is highly recommended.