

## **Resilience Internship Syllabus Taken for credit in Fall 2008**

Course Number: NRM 613/ BIOL 613/ ECON 613/ and ANTH 617

Course Credits: 2 hours

Grading Scheme: Letter

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

Mid-Summer on-line seminar: in July: TBA

### **Course Instructor:**

<i>Name</i>	<i>Department affiliation</i>	<i>Phone numbers</i>	<i>Office</i>	<i>e-mail</i>
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### **Internship Objectives:**

- RAP students participate in internships to
  - broaden their interdisciplinary training,
  - develop new research tools,
  - build expertise outside their home discipline,
  - gain a unique perspective on research problems,
  - For PhD students: situate research in an international context.

### **Expectations for PhD vs Masters students differ:**

- PhD and masters students have different internship requirements
- The duration of the PhD internship is 8 to 10 weeks whereas the master is at least 4 weeks.
- PhD students are expected to situate their research in an international context. This can involve working with another institution or a IPY project.
- Masters students are encouraged to undertake research that will directly contribute to their thesis research.

### **Other expectations:**

- The internship experience should complement on-campus class work and thesis research.
- Data gathered through an internship can be included as a part of a student's thesis research, if the partner organization approves the student's use; and if data collection also contributes to the student's training in new areas.
- 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.
- It is encourage to have one or more sponsoring organizations, with which you cooperate to complete your program.

- **The final internship proposal should be submitted no less than four weeks before the internship begins. Drafts of the proposal as welcomed at any time and are highly recommended to receive input.**

#### **Duration:**

- Internships generally take place during the RAP student's first summer in the program, although it is possible for the student to schedule his/her internship during the academic year if he or she has special needs. RAP interns meet for several sessions in the autumn to discuss experiences as a group.
- As noted above, the duration of the PhD internship is 8 to 10 weeks whereas the master is at least 4 weeks.

#### **The proposal and planning of the internship:**

- Each student works with the RAP coordinator and his or her UAF thesis supervisor to identify an appropriate internship.
- It is the responsibility of the student to draft and negotiate a internship proposal and "Learning Contract" that notes the key contact people and organizations
- The learning contract identifies who from the sponsoring organization(s) will serve as the student's on-site supervisor or support person.
- The contract specifies the roles of the student, the RAP coordinator, and the on-site supervisor during and after the internship.
- The internship proposal is submitted with the contract, and specifies:
  1. The names and contact information of the key people and organizations involved,
  2. duration and dates
  3. location of activities
  4. rationale for the proposed internship
  5. the student's learning goals,
  6. the responsibilities of the student
  7. the responsibilities of the on-site support person
  8. others' responsibilities
  9. any tasks or special projects to be undertaken.
  10. the proposed budget
  11. signatures by on-site support person, RAP instructor, student.

#### **Getting approval to undertake an internship:**

- A draft proposal and contract should be submitted to the internship course instructor by April 1st. The instructor will review and approve the proposal. As needed, the instructor will work with the student to discuss the internship and revise the contract. 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.
- The contract is signed by the student, the on-site supervisor, and the instructor/RAP coordinator.
- A hard copy of the learning contract signed by the student, the on-site supervisor, and the RAP coordinator should be submitted to the RAP /IGERT office *before* the start of the internship.

#### **Supervision, Evaluation, Academic Credit:**

- The student works closely with his or her on-site supervisor and the RAP Coordinator to ensure a successful internship.
- Students keep learning journals throughout the internship for on-going evaluation and reflection.
- Where possible, each student undertakes a special project that is the focus of the internship effort.
- During the internship, each student submits a two- to three-page reflection paper on the internship via internet, which is shared with other students and the RAP coordinator for comment and group listserv discussion. Two days are allocated for on-line discussions to share students' experiences.
- After internships are completed, all student interns meet in the fall to discuss their internship experiences.
- Students present an oral presentation on their experiences to RAP students and faculty at a seminar during the autumn after the internship.
- The oral presentation is accompanied by a 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. Documentation of the special project should also accompany the internship documentation.
- 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 delivered before leaving the internship site.
- The course grade will be based on:
  - Proposal and Learning Contract (25%)
  - Early summer reflection paper (10%)
  - Participation in the on-line seminar (10%)
  - Final Reflection Paper (30%)
  - Oral Presentation (25%)

### **Financial Considerations:**

- PhD and masters students supported by the IGERT are eligible for a travel grant up to (\$5000 for masters and \$6000 for PhD students) to support internship activities. For PhD students this grant is for international travel.
- Sponsoring organizations are encouraged to provide financial support for the student's living expenses, travel, food costs, and equipment needed.
- If a PhD 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.

### **Ethics**

- You are expected you 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 exam or paper that contains plagiarized material will receive a grade of zero. Be sure you understand what constitutes plagiarism and cheating (see below for help on this). Any student who turns in a paper 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. There are links to these on our Blackboard site.
- 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>

**Due Dates:**

- February 15 – Articulate your learning goals for the internship in writing as a set of bullets, and submit them to the instructor
- March 17 – submit a draft plan for your internship, including sponsoring organization(s), time table, names of key contact people, learning contract, idea for special project.
- Six weeks before the start of the internship: Submit the full proposal for internship.