

PLB 495: Internship in Plant Biology Proposal Guidelines

These guidelines are intended to provide you a framework for developing an internship proposal for PLB 495 and establishing a plan for evaluation. As you meet with your internship mentor, discuss the proposal components and evaluation plan with them. A successful internship experience is contingent on a shared understanding about the expectations and responsibilities of both intern and mentor. You are welcome to contact the Undergraduate Director or PLB Student Advisor if you have any questions or would like to discuss any aspect of your internship plans.

Please submit a 1-2 page proposal providing:

A. General Information. Please provide your name and briefly describe basic information about the internship (e.g., title of your internship/position, name of organization, location, estimated dates, and mentor who will serve as your supervisor).

B. Internship Goals. What are the specific skills, knowledge, and/or competencies you expect to develop through your work as an intern? What are the goals of the internship provider? In other words, what will they gain as a result of your contribution to their organization?

C. Nature of Work. Describe the roles and responsibilities you will assume as an intern. What kind of work will you be doing (i.e., tasks, duties, etc.)? Is it scheduled or flexible time? Will you be working on your own or with a team?

D. Relationship to Your Career Goals. How will this experience contribute to your training and preparation for your future career? Why is this experience likely to be a meaningful and relevant part of your academic training?

E. Evaluation Plan. Briefly describe the evaluation plan that you and your mentor have agreed upon. Evaluation is not something that should be decided at the conclusion of the internship, but planned for from the very start. Since your mentor will be directly or indirectly responsible for your grade*, it benefits everyone to have a clear understanding about expectations. Have a discussion with your mentor that includes the following:

- What are the mentor's expectations in terms of your roles and responsibilities?
- How will you communicate with and receive feedback from your mentor throughout the internship? Will there be regular check-ins to discuss progress and performance?
- What will happen if your mentor perceives your performance as substandard? How will you receive feedback so that you can adjust in order to better align with expectations?
- If you are in need of resources or information about how to perform your job, who will you turn to for help? Are there resources beyond the mentor who can provide assistance?
- What is the timeline for completion of requirements?

At the end of the internship, students will write a 1-2 page reflective report that summarizes their experience and how they perceive the skills and knowledge acquired through the internship relates to their broader career and learning goals.

*In instances where the internship mentor is MSU faculty, a grade will be assigned directly by the mentor. For external internships and internships supervised by MSU staff, the Undergraduate Director will serve as instructor of record. The student's reflective report and evaluative report from the internship supervisor will provide the basis for assigning a letter grade.