



Information Sheet For Professional Science Masters (PSM) Internships

- PSM Masters Degree Programs

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- PSM Degrees include discipline-specific courses, plus common requirements for:
 - Cross-Disciplinary Training and Industrial Focus
 - Professional and Leadership Skills
 - Written and Oral Communication Skills
 - Ethics, Teamwork and Project Management Fundamentals
 - Internship instead of a masters thesis
- Student Requirements
 - 4 Credit Hours of Internship
 - a minimum of 32 hours per week per semester for a full-time internship
 - 8 hours/week per credit hour per semester
 - Students need to complete 1 year of the program before their internship
 - Students need to complete key courses in their discipline before their internship
 - Students need to get approval of internship before getting credit
 - Student Internship Output
 - Daily Journal
 - Written Internship Report
 - Oral Presentation on Internship Experience
 - On-Line Internship Evaluation Form
 - Students are expected to secure their own internship
 - Students need to interview and be selected by the internship provider
 - Students can do an internship any of the three semesters: Fall (August - December), Winter (January - April) or Spring/Summer (May - August).
- Expectations for Internship Faculty/Coordinator
 - Provide guidance to assigned interns
 - Serve as the primary point-of-contact throughout the semester
 - Provide a minimum of one site visit (or teleconference if necessary) per semester
 - Serve as the evaluator of the internship experience (with input from both intern and employer)
- Expectations for Internship Providers
 - Provide a designated mentor for the student intern
 - Provide a professional internship experience
 - Provide real-life working experience in the student's discipline
 - The internship would preferably be paid but some internships might be unpaid.
 - Internship mentor to complete an on-line Intern Evaluation form
 - Allow the student intern to submit a written summary of the internship to GVSU and present a seminar at GVSU about the internship project.

GVSU PSM 691 - Internship Syllabus

Course Description: Full-time or part-time, on-the-job work performed at a sponsoring entity while under the supervision of an approved mentor in an area related to the applied sciences. Written objectives, a written internship analysis, and a public oral presentation are required. Minimum of 4 credits required for degree completion.

Prerequisite: Satisfactory completion of common core courses and PSM 661

Credits: **Variable: 1-9 credits.** May be taken repeatedly; **a maximum of 4 credits will count toward PSM program requirements.**

Course Format: On-the-job internship experience; reading; written assignments; discussion; employer provided practice and projects; oral presentation on internship experience to student's graduate program committee.

Objectives: At the successful completion of PSM 691, students will be able to:

- Develop specific and appropriate objectives for their internship experience
- Apply knowledge and skill sets necessary for their specific scientific workplace
- Demonstrate ability to work effectively in teams
- Demonstrate consistent ethical and professional workplace behavior
- Demonstrate effective professional oral and written communication
- Analyze workplace factors that influence scientific productivity
- Evaluate the internship experience

Hours Worked per Credit Hour

The relationship of hours worked per week per 14 week semester to credit hour earned are as follows:

8 hours per week = 1 credit

16 hours per week = 2 credits

24 hours per week = 3 credits

32 hours per week = 4 credits (448 hrs per semester)

36 hours per week = 6 credits

40 hours per week = 9 credits

Grading: This course is graded Credit/No Credit. The grade of Credit will be earned upon the student's successful completion (at or above the 85% level) on each of the following components:

- Written Personal Objectives for Internship
- Internship Analysis
- Culminating Reports:
- Oral Presentation
- Paper
- Reflective Journal
- Mentor Evaluation

If a student takes less than 4 credits in a semester, credit will be given at the end of each semester if the student submits the following documentation as specified in the Syllabus of Record, ie,

- Written Personal Objectives for Internship
- Reflective Journal
- Mentor Evaluation

The semester that the student completes the four required internship credits the grade will be based upon the 3 criteria listed above as well as the following:

- Internship Analysis
- Culminating Reports:
 - Oral Presentation
 - Paper