***Project-Based (Non-Hypothesis) Internship Proposal***

*(remove all text in red for submission)*

**Title of The Proposal**

An internship proposal for the Master of Professional Science Program

*Rosenstiel School of Marine and Atmospheric Science*

*University of Miami*

In cooperation with

*Name of Hosting Agency Here*

Your Name

*Division/Department of XXXXX*

Month and Year Here

Approved by:

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

*Name of Committee Chair*

*Title and Division/Department*

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

*Name of Committee Member*

*Title and Division/Department*

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*Name of Internship Supervisor*

*Title and Organization*

**Project Summary**

(include text below)

This is similar to a paper’s abstract, except everything will be in future tense, since you are just proposing it and haven’t 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 study. 350 words or less.

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

**Table of Contents**

(Notes are in red can be removed, and the headings are just examples. You may need more or less than what is shown.)

**1.0 Project description** X

Includes information about what will you do, your activities, deliverables, aims/goals (**Minimum of 2 pages**)

**2.0 Approach, Planning, Tools** (do not use subheadings if only using one subheading) X

2.1 Heading 1 (repeat as necessary) X

2.2 Heading 2 X

What methods are you using to collect your data or create your project (**at least** **one paragraph**)? Include organization background, problem/needs statement, aims, activities/outputs/timeline, measures of “success” through qualitative/quantitative measures or analyses\*, long-term goals for project/organization. Include outline of logic model.

Develop a logic model or a theory of change model for your project. This should happen before the work itself and is a vital part of your planning process. For a helpful walkthrough of logic models and how to create one, please see:

<https://ctb.ku.edu/en/table-of-contents/overview/models-for-community-health-and-development/logic-model-development/main>

In addition to your logic model, 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?

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

**3.0 Literature Review** X

What literature review topics does this internship encompass? What background do you need to understand your topic fully? (**Minimum of two review topics, at least 8 peer-reviewed scientific sources relevant for each review topic**)

**4.0 Plans for Dissemination** X

This should be simple since you will all be giving a final presentation here at RSMAS or at your host organization, which should be open to all. 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. Include a task schedule and timeline for deliverables (including a Gantt chart or project timeline).

**5.0 Limitations and Delimitations** X

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

**6.0 References Cited** X

Use the format of your favorite peer-reviewed scientific journal here (and throughout paper). It is more important that you stay consistent in your format rather than which specific format you use (APA style format recommended).