JD COMMITMENT OF COMMITTEE FORM

Master of Professional Science (MPS)

Please read the details provided in this document carefully before signing. Digital/electronic or handwritten signatures accepted. All signatures must be provided on one form.

STUDENT: ___________________________________        ___________________________________
Name (print)                                                                   Signature

E-Mail: ___________________________________       Phone: ___________________________________
Track: ____________________________________________________________________________

COMMITTEE CHAIR: ____________________________________      _____________________________________
Name (print)                                                                  Signature

E-Mail: ___________________________________       Phone: ___________________________________

COMMITTEE MEMBER 2: ________________________________       _____________________________________
Name (print)                                                                  Signature

E-Mail: ___________________________________       Phone: ___________________________________

COMMITTEE MEMBER 3: ________________________________       _____________________________________
(OPTIONAL)                                                                   Signature

E-Mail: ___________________________________       Phone: ___________________________________

Note to Students and Committee Members:

All JD/MPS students are required to submit a detailed internship report during the terminal phase of their internship. JD/MPS students may host an oral presentation at the request of their committee.

As an MPS committee member, I understand and take responsibility for carrying out the obligations of serving on the above MPS student’s committee. The duties of the chairperson and, to a lesser but notable extent, the committee members are to:

• Provide guidance and assistance with internship selection and acquisition;
• Approve the internship, and assist the student with the development of a relevant internship project;
• Review and approve the internship final report;
• Maintain communication with the student while participating in the internship to ensure progress and compliance with the internship supervisor’s expectations;

All committee members agree to advise the student in the preparation and culmination of the internship project and to review the relevant documents, making comments/corrections in a timely manner.

Approved:

______________________________________________            ______________________________________
MPS Program Director                                                                               Date

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Academic Advisor vs. Committee

Academic Advisor

Students will be assigned an Academic Advisor during their first semester in residence (reference Acceptance Packet). The advisor must hold an appointment in the department representing the student’s track. This individual will offer guidance regarding university expectations, coursework, registration, program details, and graduation requirements. The advisor also acts as a resource to the student regarding initial career guidance and the selection of an appropriate internship. At the beginning of the first semester, the student and the Academic Advisor will establish the curriculum to be followed, based on the student's personal and professional goals and MPS track requirements.

During a student’s second semester in residence (Fall or Spring), each student will begin forming their internship committee, starting with the committee chair from the student’s corresponding RSMAS department (ATM, MBE, EVR, OCE) https://www.rsmas.miami.edu/academic-departments/index.html. This person can be different from the student’s academic advisor. The committee chair may also act as a resource to the student regarding career guidance and the selection of an appropriate internship, as well as providing guidance during the internship and report/presentation creation. Any RSMAS graduate faculty member from the RSMAS department may act as a committee chair, but this person should be someone with relevant experience in the student’s chosen career/internship path. Students should identify their chair no later than the end of the second semester of their program.

Committee

All MPS students must have a graduate committee of at least 2 members. Students may add more committee members if deemed necessary. Students may not serve as committee members (including Ph.D., M.S., and M.P.S. students). This committee will include a committee chair from the RSMAS faculty (described above), and one outside committee member, who is usually the direct supervisor at the student’s internship host organization. If a student is completing an internship under the direct supervision of a RSMAS faculty member who is listed as the committee chair, this person may also be listed as your internship supervisor. In this case, the student still needs a minimum of 2 people on his/her/their committee if one person is fulfilling two roles; therefore, the student must have another committee member.
Each member should be an expert in the student’s chosen track, and more specifically, the topic of their final report. Though deviations from these guidelines are possible, they must be approved in advance by the MPS Associate Dean and/or MPS Program Director. This form solidifies the committee and is due **1-2 weeks after starting an internship**. Copies of this form are available on the MPS website [https://mps.rsmas.miami.edu/our-students/form/index.html](https://mps.rsmas.miami.edu/our-students/form/index.html). Completed forms should be submitted to the MPS Office by mailing to our physical location or by email:

**University of Miami**  
**Rosenstiel School of Marine & Atmospheric Science**  
**Master of Professional Science (MPS), Room S/A 132**  
**4600 Rickenbacker Causeway**  
**Miami, Florida 33149-1031**

**Phone:** (305) 421-4340  
**Email:** mps@rsmas.miami.edu

All questions and concerns should be addressed to the MPS Office by email or phone during hours of operation from Monday - Friday, 8:30 AM - 5:00 PM EST.

Updated March 15, 2022