



MPS INTERNSHIP COMMITMENT FORM

For all MPS and Dual-Degree JD/MPS students completing an internship

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.** **One-page project summary required for completion.**

STUDENT: _____
Name (print) Track

UM E-Mail: _____ Phone: _____

Anticipated Graduation Term/Year (ex: Fall 2024): _____

COMMITTEE CHAIR: _____
Name (print)

UM E-Mail: _____ Phone: _____

COMMITTEE MEMBER 2: _____
Name (print)

E-Mail: _____ Phone: _____

COMMITTEE MEMBER 3: _____
(OPTIONAL) Name (print)

E-Mail: _____ Phone: _____

INTERNSHIP SUPERVISOR:

The Internship Supervisor should be the primary individual overseeing your internship project. Please select **one** of the following options to indicate which committee member is your Internship Supervisor:

- Check this box if your Committee Chair is doubling as your Internship Supervisor
- Check this box if your second committee member is your Internship Supervisor

INTERNSHIP DETAILS

Host Organization Name: _____

Address of Host Organization: _____

Country that Internship will Occur: _____

**If internship is international, please refer to the [International Travel Checklist](#)*

Organization Website: _____

Anticipated Start Date: _____ Anticipated End Date: _____

Hourly Commitment per Week: _____

This internship is (circle one): **REMOTE IN-PERSON HYBRID**

Is this opportunity paid? (circle one): **YES NO OTHER COMPENSATION** _____

Summary of Daily Responsibilities (these duties may be unrelated to your final project):

NOTE TO STUDENTS AND COMMITTEE MEMBERS

Before commencing an internship, students must have completed the following:

- Submission of all admission items listed in Acceptance Packet
- RSM 700: Research Ethics
- Sexual Assault Prevention Training
- Earned at least 12 graduate-level course credits
- Maintained a minimum cumulative GPA of 3.0
 - **Students on Academic Probation are not eligible to enroll in internship credits**
- Obtain approval from Committee Chair and the MPS Program Director
 - Permission to begin an internship is indicated by obtaining signatures on the last page of this form

All MPS students must assemble a graduate committee of at least **two (2) members***:

- 1) A Committee Chair chosen from the Rosenstiel School faculty who holds a PhD degree
- 2) One external committee member, who is typically the student's direct supervisor at their internship host organization

***One of these committee members must be indicated as the "Internship Supervisor" on the first page of this form.**

Each committee member should be an expert in the topic of the student's MPS internship project, which culminates in a Final Report and Oral Presentation. A student whose Committee Chair also fulfills the role of the Internship Supervisor is still required to have a minimum of two people on their committee. **Active students at any institution (MS or PhD) cannot serve on an MPS student's committee.**

REGULATORY COMPLIANCE

MUST BE COMPLETED BY THE STUDENT

Before beginning any MPS internship work, both the Committee Chair and student must ensure that all permits necessary for that work, including but not limited to state, federal, and internal, are secured.

If any proposed work involves animals in any way, **even in an observational capacity**, the University of Miami Internal Animal Care and Usage Committee (IACUC) should be consulted. If new protocols are necessary, they must be in place **BEFORE** any work begins. If protocols already exist either through UM or another entity, the student must be added to the protocol **BEFORE** work begins. For IACUC contact information, please visit the website linked [here](#).

If human subjects are involved in the proposed work, **even through anonymous surveys**, the UM Institutional Review Board (IRB) and Human Subjects Research Office (HSRO) must be consulted **BEFORE** work can commence. To submit to the IRB, please review information provided on the HSRO website linked [here](#).

Students must discuss with their committee members whether their MPS project will require **IACUC, IRB, or other permits** before beginning their research or project.

- If your MPS project **does not require** these permits, **please select N/A** in the corresponding lines below.
- If your protocol/permit information is **available**, please circle **“approved”** below and include your protocol/permit number.
- If your permit application **is in review**, please **update this form** once your protocol/permit number is available and return to the MPS Office.

Circle or highlight below

IACUC Protocol # _____	Approved	In review	N/A
IRB Protocol # _____	Approved	In review	N/A
FWC or Federal Permit _____	Approved	In review	N/A
Other _____	Approved	In review	N/A

SCIENTIFIC DIVING

MUST BE COMPLETED BY THE STUDENT

Does this internship require scientific diving? **YES NO**

If you selected “yes,” complete the section below. If not, no further action is required.

Internships with scientific diving components must be with an [AAUS organization](#), adhere to the [UM Diving Safety Manual](#), and follow procedures approved by the Diving Control Board for dive plan submission. Dive plans must be submitted if UM diving equipment is being used, a dive is related to your internship, if you are receiving any UM school credits related to the dive, and if the dive is UM funded.

Do you plan to use UM dive gear for your internship? **YES NO**

Scope of Work:

Please list the estimated number of dives that will be completed during the internship, along with depths and types of equipment that will be used:

Dive Plans:

Dive plans must include date range, location, dive platform (boat, shore, etc.), number of divers, each diver and their depth authorization, anticipated dives, depths and times, details of tasks and methodologies, and a Diving Emergency Action Plan (DEAP). Remote diving operations (research away from common UM research locations) will require additional planning and information including a robust DEAP, air quality test, and more. **All students intending to dive during their internship must meet with the Dive Safety Officers to discuss the submission process of their dive plans.**

Dive Safety Officer’s Approval of Internship

ONLY REQUIRED FOR INTERNSHIPS WITH DIVING COMPONENTS

The signature below indicates that you have met with a Dive Safety Officer, and they have approved of the diving procedures required of your internship:

DSO Staff Signature

Date

COMMITTEE ROLES AND RESPONSIBILITIES

Committee Chair

- Should be an individual from the Rosenstiel School faculty who holds a PhD degree. **This person can be different from the student's Academic Advisor.**
- Acts as a resource to the student regarding career guidance and development of the internship project.
- Acts as the authority on deciding if the scope of the proposed project is satisfactory for the graduate degree.

*** Students should identify their Chair no later than the end of the second semester of their program.**

Internship Supervisor

- The student's direct supervisor at the internship host organization.
- Expected to oversee the daily responsibilities of the student during their internship. They are also expected to help define the scope of the project, assist with project development and execution, and assure that the project meets the organization's expectations, outcomes, and objectives.

All Committee Members

- Expected to maintain regular communication with the student while participating in the internship to ensure progress and compliance with the MPS program requirements and hosting organization's expectations.
- Review and approve the student's Project Proposal, Final Report, and Oral Presentation.
- Attend the Oral Presentation during the student's last semester in residence.

Any problems that may arise with the internship or MPS project that cannot be resolved by the committee should be brought to the attention of the MPS Office immediately.

Further details about the internship project, Project Proposal, Final Report, and Oral Presentation can be found in the [MPS Student Handbook and MPS Program Checklist](#). Dual-degree JD/MPS students completing an internship may host an Oral Presentation at the request of their committee.

SIGNATURES

I, the MPS student, agree to execute the daily responsibilities of this internship to the best of my ability. I agree to participate in an internship project, which will culminate in a Final Report and Oral Presentation, as per the expectations of the MPS degree.

Student Signature:

Signature

Date

As an MPS committee member, I understand and take responsibility for carrying out the obligations of serving on the above MPS student's committee. Signing this form indicates that I support and agree with the details, expectations, and proposed contributory plan for the internship commitment outlined with this document. In addition, I have read and understand the **Regulatory Compliance** statement above and ensure that all necessary permits and authorizations are/will be in place before data collection begins.

Committee Signatures:

Committee Chair

Date

Committee Member #2

Date

Committee Member #3
(optional)

Date

After acquiring all committee members' signatures, please submit this form to mps@earth.miami.edu. The MPS Office staff will review the form for accuracy and submit completed forms to the MPS Program Director for final approval. **This form is due to the MPS Office 1-2 weeks prior to commencing an internship.**

All questions and concerns should be addressed to the MPS Office during regular hours of operation from Monday - Friday, 9:00 AM - 5:00 PM ET.

MPS Office
S/A 132
4600 Rickenbacker Causeway
Miami, FL 33149
Phone: (305) 421-4340
Email: mps@earth.miami.edu

Approved:

MPS Program Director

Date

ONE-PAGE PROJECT SUMMARY

Please type a summary of your proposed internship project (**minimum one page**; 1.5 space, 12-point font) that you will use to formulate your project proposal, final report and oral presentation. You are highly encouraged to consult with your committee members about project planning. This information can include cited literature, project purpose, project timeline, materials and methods, desired outcomes, plans for dissemination, etc.