



# MPS INTERNSHIP COMMITMENT FORM

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

The MPS Internship Commitment Form and one-page project summary confirm a student's MPS internship project, identify supporting committee members, and provide details about the collaborating host organization. Students and committee members must carefully read the details provided in this document before signing.

Students must complete **all sections and fields** without altering the original formatting of this document. Students must request committee members' signatures on page 5 to indicate their commitment to the project. **All signatures must be on one form** (electronic preferred). Do not lock the document with signatures. The MPS Program Director will review and sign the document **after** all student and committee signatures have been collected **and** the student has emailed their submission to the MPS Office ([mps@earth.miami.edu](mailto:mps@earth.miami.edu)) in PDF format. Failure to submit this form by the deadlines will delay your registration for the requested semester.

The form and summary are due by the dates listed below:

**Summer internships:** by June 1\*

**Fall internships:** by August 1\*

**Spring internships:** by December 1\*

\*For internships that are secured after these dates, the form and summary are due **1-2 weeks before the internship start date**.

## *MPS Committee Roles and Responsibilities*

### *Committee Chair*

- An individual invited from the Rosenstiel School faculty who possesses a doctoral degree and expertise relevant to the student's research project topic. 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

### *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 ensure that the project meets the organization's expectations, outcomes, and objectives.

### *All Committee Members*

- Maintain regular communication with the student while participating in the internship to ensure progress and compliance with the MPS program requirements and host organization's expectations
- Review, offer constructive feedback, and approve the student's Project Proposal, Final Report, and Final Presentation
- Attend the Final Presentation during the student's last semester in residence and complete the required rubrics provided by the MPS Office

**Any conflicts that 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 Final Presentation can be found in the [MPS Student Handbook and MPS Program Checklist](#). Dual-degree JD/MPS students completing an internship may host a Final Presentation upon request from their committee.

## STUDENT AND COMMITTEE MEMBER INFORMATION

STUDENT: \_\_\_\_\_  
Name (print) Track

UM E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Anticipated Graduation Term/Year\* (e.g., Fall 2026): \_\_\_\_\_

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 & city where in-person work will occur: \_\_\_\_\_

\*If traveling outside of the continental United States, please refer to the [International Travel Checklist](#) at least eight (8) weeks prior to travel.

Organization Website: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_

Hourly Commitment per Week: \_\_\_\_\_

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

Is this opportunity paid? (circle/highlight one): **YES**    **NO**    **OTHER COMPENSATION**\_\_\_\_\_

Summary of daily responsibilities. These duties may be unrelated or in addition to your MPS final project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REGULATORY COMPLIANCE**  
**MUST BE COMPLETED BY THE STUDENT**

Students must discuss with their committee members whether their MPS project will require **IACUC, IRB, or other permits** before beginning their research or project. It is the student’s responsibility to ensure that all necessary permits, including but not limited to state, federal, and internal permits, are secured before beginning their project. 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 the information provided on the HSRO website linked [here](#).

- 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 select “**approved**” below and include your protocol/permit number
- If your permit application **is in review**, please select “**in review**” below and include your protocol/permit number in your MPS Project Proposal

**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 LIABILITY**

Does this internship require scientific diving?	Yes	No
Do you plan to use UM dive gear for your internship?	Yes	No

If you selected “YES” to either Scientific Diving question above, complete page 4. If not, skip to page 5.

## **SCIENTIFIC DIVING**

**This section must be completed if your internship will require scientific diving or if you plan to use UM dive gear for your internship.**

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, if a dive is related to your internship, if you are receiving any UM school credits related to the dive, or if the dive is UM-funded.

### **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:

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### **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 and Dive Plans**

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:

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DSO Staff Signature

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Date

## **STUDENT AND COMMITTEE SIGNATURES**

I, the MPS student, agree to execute the daily responsibilities of this internship to the best of my ability. I agree to submit a Project Proposal and complete an independent, master's-level project that will culminate in a Final Report and Final Presentation, in accordance with the expectations of the MPS degree as outlined in the [MPS Student Handbook](#).

### **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  
(if applicable) Date

Once the form and project summary are completed and all student and committee signatures are collected, send this document to [mps@earth.miami.edu](mailto:mps@earth.miami.edu). The MPS Office will review the document for completeness, and the MPS Program Director will review and approve the proposed MPS project. Students will receive a final copy of the form signed by the Program Director.

### **MPS Office Approval:**

\_\_\_\_\_  
MPS Program Director Date

## **ONE-PAGE PROJECT SUMMARY**

Students must consult with their MPS committee about project planning and write a summary of their proposed internship project that will inform the development of their MPS Project Proposal, MPS Final Report, and MPS Final Presentation. Students must submit their project summary with this form to their committee members to review and approve. Students can type their project summary directly on this page or merge a PDF attachment of their summary to this document. The MPS Office will not accept a commitment form submission without the student's project summary.

Students are encouraged to include the project purpose, project timeline, materials and methods, desired outcomes, plans for dissemination, cited literature, etc., and the summary should be at least one page long (1.5-line spacing, 12-point font).