

**ERM and CZM Proposal Guidelines**  
(Updated 09/17/2018)

For both ERM and CZM Programs, the management plan is a critical part of the internship process. The internship may not require you to prepare a resource management plan, but OEMS does require you to prepare a professional resource management plan.

Steps to take when you are preparing to take

**ENVIRONMENTAL RESOURCE MANAGEMENT INTERNSHIP**

or

**COASTAL ZONE MANAGEMENT INTERNSHIP**

1. Introduce yourself to each of the faculty who advise ERM interns. Identify one of the faculty to be your advisor (must be mutually agreeable) Drs. Maul, Bostater, Lindeman and Swain have experience. Other faculty will be considered but, must receive prior approval from ENS or OCN program chair.
2. Identify agency/organization with which you will do your internship. Identify the person who will supervise your work with the agency.
3. Notify the OCN/ENS program chair and the advisor as soon as it is known.
4. Start internship with agency; register for internship credit with your internship advisor.
5. Prepare a proposal that, at a minimum, includes background, specific objectives, methods to accomplish these objectives, anticipated benefits and a time line. The proposal must be approved by the agency (first), then the advisor. After the proposal is approved, a copy must be submitted to the program chair. (This step should be accomplished as early as possible and does not have to wait until you complete #4 above.) Examples of old proposals are available from your internship advisor. The cover sheet for the proposal is similar in form to the approval sheet for a thesis or dissertation. The proposal should include background, goals, objectives to achieve those goals, methods to accomplish the objectives, deliverables and a timeline.
6. Complete the internship with routine reports being delivered to the agency supervisor and the FIT internship advisor. Start working on the final report immediately.
7. Final reports must be of high quality. The editing process can be very time consuming. Please plan sufficient time to complete reports on time.
8. Each report must be approved by the agency representative, the FIT internship advisor and the ENS program chair. Two copies must be submitted to the program chair before final grades will be issued. In addition, the agency and the FIT advisor should each receive an approved copy.

## **INTERNSHIP PROPOSALS**

Proposals may vary by agency but generally have:

1. Title & Approval Page
2. Introduction/Background
3. Goal(s) and Objectives
4. Methods
5. Timeline
6. Literature Cited

## **FINAL INTERNSHIP REPORTS**

Final Reports vary by agency but generally have common components:

1. Title & Approval Page
2. Executive summary
3. Introduction/Background
4. Goal(s) and Objectives
5. Methods
6. Results/Discussion
7. Conclusions/Recommendations
8. Literature Cited

### **Executive Summary**

In about one to two pages, give the key design and important results of your work. Spend some extra time to organize and edit the main picture you wish to leave with the reader. Write the executive summary last, but not too quickly.

### **Introduction/Background (10 points)**

In this section, introduce the resource being managed. Why is this resource important? What is the impact on it? What has been done before? You must include some references. Be sure to address the question of "Who Cares?" Some background data are always valuable. Near the end of the introduction, you may want to discuss the site if this is a site specific study.

### **Goal(s)**

State your overarching goal. All other work in this report must relate back to the Goal(s).

### **Objectives**

Many student struggle with goals vs. objectives vs. methods. If you have trouble with this, please see your advisor. Objectives are how you achieve your goals and should be very specific and measureable.

### **Methods**

Describe how you will achieve your objectives. What specific actions will you take to achieve your objectives?

### **Timeline**

Lay out your proposed project timeline with deliverables.