

INTERNSHIP/Research CHECKLIST

1. Obtain a copy of the Internship/Research Guidelines in the PSM office. Read thoroughly before proceeding. Attend all mandatory internship meetings.
2. Meet with Faculty Advisor about possible internship sites or research labs you would like to join and determine student's eligibility.
 - Review DARS Report
 - All major courses completed with grade of "B" or better and student meets 3.0 minimum GPA
 - Bring and review résumé and cover letter. (Additional assistance is available from Career Services, Maxwell Hall 3rd Floor.) *A database of past internship sites is on the HERS portal <https://mywsu.winona.edu/departments/hers/default.aspx>*
3. Contact possible internship/research advisor sites:
 - ◇ Learn about possible internship/research projects available
 - ◇ Develop a project outline with your internship/research advisor-include scientific outcomes as well as presentation/publication outcomes
 - ◇ Obtain credentials and experience of internship site supervisor for potential site (example: supervisor's business card)
4. Schedule meeting with your internship/research advisor and your graduate committee to determine appropriateness and feasibility of the research/Internship project. Prepare a short presentation of Project Proposal
 - ◇ Submit your project outline and internship advisor credentials (if performing an internship away from WSU)
 - ◇ Prepare a short presentation of your project proposal for your committee
 - ◇ If no amendments are necessary, have the committee sign the intent to perform internship/research form
 - ◇ If amendments are necessary, amend proposal as directed by the graduate committee and schedule another meeting with your committee. If the committee feels the project is inappropriate, find another project or internship/research advisor
5. Special Circumstance Appeal

Student may file an appeal to the Program Director if student and research/internship advisor both believe that the graduate committee's decision based on the proposal outline is inappropriate
6. Meet with PSM Administrative Assistant for additional information and to complete all forms.
 - Important Notices
 - Student Background Study Forms: Students are financially responsible for background studies that meet both WSU and the internship site's requirements.
 - Reduced Student Activity Fee Authorization (if site is more than 50 miles away from Winona)
 - Health Information and Requirements for Internship Program
 - Proof of Medical Insurance.
7. Once internship is agreed upon, the PSM director will e-mail affiliate agreement with cover letter to potential sites.

8. Once affiliate agreement is fully executed, meet with Faculty Internship/Research Advisor to officially register for course. Note this must be done each semester the internship/research is performed (for the PSM, a total of 4 semesters)
9. Intern reminders:
 - Submit logs, journals and other materials to Faculty Internship Advisor as directed.
 - Follow up with site supervisor on timely filing of midpoint and final evaluation forms.
10. Each internship/research advisor must submit a student evaluation of Internship/Research to the PSM director, who will distribute it to the graduate committee at end of each semester of the internship/research documenting student progress.
11. At project completion, schedule a defense with the graduate committee.
 - ◇ Work is presented in an open forum
 - ◇ Meet with committee to determine completion of project