



MPS COMMITTEE AND INTERNSHIP COMMITMENT 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.** One-page project summary required for completion.

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) Name (print) Signature

E-Mail: _____ Phone: _____

HOSTING ORGANIZATION: _____

Address: _____

Organization Website: _____

INTERNSHIP SUPERVISOR*: _____
(OUTSIDE MEMBER) Name (print) Signature

***Do not leave this section blank.**

E-Mail: _____ Phone: _____

INTERNSHIP DETAILS

Anticipated Start Date: _____ Anticipated End Date: _____

Hourly Commitment/Week: _____

Summary of Daily Responsibilities:

*Please include a **short summary** (typed) of your proposed internship project on a separate page. Save the summary as a PDF and merge it to the end of this document in PDF format. This form will **not** be accepted without a summary attached.*

Regulatory Compliance

Before beginning any MPS internship work, both the faculty 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. Call **(305) 243-2311** or email IACUCSupport@med.miami.edu.

If human subjects are involved in the proposed work, **even through simple anonymous surveys**, the UM Institutional Review Board and Human Subjects Research Office must be consulted **BEFORE** work can commence. Call **(305)-243-3195** or email hsro@miami.edu.

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 # _____

IRB Protocol # _____

FWC or Federal Permit _____

Other _____

Approved	In review	N/A
Approved	In review	N/A
Approved	In review	N/A
Approved	In review	N/A

Note to Students and Committee Members:

A detailed synopsis of a proposed project is required as a formal proposal, preferably before the internship begins but **no later than 1 month after the start date**. In addition, all MPS students are required to submit a detailed internship report and host an oral presentation during the terminal phase of their internship.

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 work begins.

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 proposal and final report;
- Maintain communication with the student while participating in the internship to ensure progress and compliance with the internship supervisor's expectations;
- Attend an oral presentation, in person or virtually, during the last semester in residence.

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

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>. 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