Master of Environmental Science Program

INTERNSHIP PROJECT REPORT FORMAT

The required report, to be completed by internship students, consists of two parts. The first is an assessment of their internship experience. The second sets out the results of actual work carried out during the placement. Depending on the nature of the appointment, the second part will consist of a professional report as required by the employee, or a summary of the key deliverables for the work involved.

1. Experience Assessment.

Provide the following details as appropriate:
- The nature of your appointment, were you part of a team effort or expected to carry out independent analyses?
- Were you involved in a single project or a series of smaller projects, or were you working in the role of a general assistant?
- What skills did you find the most valuable, and were these related to your M. Env. Sc. course work, or could they have been?
- What skills did you find you lacked, and could they have been obtained via classroom teaching or other experiential learning?
- To what degree was the organization that you worked with interdisciplinary?
- To what degree was the organization open to new or state of the art ideas?
- Was the time spent on your internship appropriate or could it have been longer or shorter?

2. Work Report.

A. Organization-Dictated Formats

In many instances, the employer organization or the organization's client may have a fixed format for report writing. If this is the case the student Intern should follow the prescribed format. The intern can also supply copies of key deliverables (such as presentations, public education materials, etc) if no report was required.

B. General Report

If there is no standard format used at the Employer Organization, it is suggested that the Intern adopt the following the report format. It is *critical* that these reports represent the very best in professional technical presentation. The length will also be variable but should not exceed 35-40 pages of text in the body of the report; appendices may be considered over and above this limit, but remember precision and brevity are the key words to follow.

The general internship report should consist of the following**:**

(a) **Title Page:** Title of Project
Intern's Name
Employer Organization
Supervisors Name
Date of Completion

(b) **Preface:** Outlines any general rationale for the project, any support received, acknowledgements, and identify your role in the project.

(c) **Table of Contents:** On a separate page, list
List of Chapter or Section Headings, Sub-Headings and Page Numbers
List of Figures
List of Tables

(d) **Glossary of Terms:** This lists all symbols used in equations, any acronyms or other unusual terms that are used in the report. A glossary is critical if you are preparing a report for a manager as opposed to a scientist.

(e) **Executive Summary:** A one or two page summary of the project's aims, conclusions and recommendations if any in "lay terms". This is perhaps the most critical part of the report if it is to be forwarded to a superior, especially a manager; he/she needs to get the most information possible from this summary – normally this will be all that is read and the importance of the report's findings need to be highlighted here. Also increasingly scientists are required to explain and justify their work to non-scientists and it is necessary to summarize the work in an intelligible manner (so your grandmother might understand). For example, the people reading consultant reports are often not themselves experts in the field.

(f) Introduction and Project Description:
- Give the background on the basic problem or issue being addressed.
- Review literature and other information that reflects scientific understanding of the issue and any knowledge gaps.
- Goals and Objectives: State the intended outcomes of your work, or the key deliverables.

(g) Methods Used to Achieve Objectives. Include details on the methodology employed to meet the objectives. These may include physical, chemical or biological analyses, statistical analyses, project design, survey methods, software or other information system development or information gathering and summarization.

(h) Project Results: This section can take many varied forms, but in all cases the aim is to express the results of the work carried out as part of the project. This will form the bulk of the project report. Aim to summarize the results in a clear and succinct manner and provide any detailed data, if appropriate, in an appendix.

(i) Discussion and Next Steps. Discuss the extent to which the work achieved its objectives or answered the underlying questions. Include an analysis of the problems encountered, how the methodologies could be adjusted, and what future work derives from your own.

(j) Conclusions: Summarizes the research findings in a succinct manner (you might use point form here; i.e. "the major conclusions are...)

(k) References or Bibliography: Even in a consultant's report it is critical to cite the literature correctly so that others can track down associated work. Use the style appended below.

(l) Appendices: Materials of relevance to the project, but which are not essential to its understanding. They would include information that is to be saved for use (such as metanalyses) in the future.

Reference Format

The following is suggested but may be amended to other accepted styles if the employer has a preference.

The author is responsible for verifying each reference against the original article. Each reference must be cited in the text using the surnames of the authors and the year, for example, (Walpole 1985) or Green and Brown (1990). Depending on the sentence construction, the names may or may not be in parentheses, but the year always is. If there are three or more authors, the citation should give the name of the first author followed by et al. (e.g., Green et al. 1991). If references occur that are not uniquely identified by the authors' names and year, use *a*, *b*, *c*, etc., after the year, for example, Green 1983*a*, 1983*b*; Green and Brown 1988*a*, 1988*b*, for the text citation and in the reference list.

Uniform resource locators (URLs) or digital object identifiers (DOIs) are useful in locating references on the World Wide Web, and authors are encouraged to include these; they should be added to the reference in the reference list (see example).

Examples of types of references, including electronic references

Journal article:

Kovanen, D.J., and Slaymaker, O. 2003. Lake Terrell upland glacial resurgences and implications for late-glacial history, northwestern Washington State, U.S.A. Canadian Journal of Earth Sciences, **40**(12): 1767–1772.

Journal article available online only (with URL):

van der Sanden, J.J., and Hoekman. D.H. 2005. Review of relationships between grey-tone co-occurrence, semivariance, and autocorrelation based image texture analysis approaches [online]. Canadian Journal of Remote Sensing, **31**(3): 207–213. Available from pubs.nrc-cnrc.gc.ca/cjrs/rs3-05.html [accessed 9 September 2005].

Journal article available online only (with DOI):

van der Sanden, J.J., and Hoekman. D.H. 2005. Review of relationships between grey-tone co-occurrence, semivariance, and autocorrelation based image texture analysis approaches [online]. Canadian Journal of Remote Sensing, **31**(3): 207–213. doi:10.1139/rs03-011.

Report:

Sanders, W.W., Jr., and Elleby, H.A. 1970. Distribution of wheel loads in highway bridges. National Cooperative Highway Research Program Report 83, Transportation Research Board, National Research Council, Washington, D.C.

Book:

Williams, R.A. 1987. Communication systems analysis and design. Prentice-Hall, Inc., Englewood Cliffs, N.J.

Part of book:

Healey, M.C. 1980. The ecology of juvenile salmon in Georgia Strait, British Columbia. *In* Salmonid ecosystems of the North Pacific. *Edited by* W.J. McNeil and D.C. Himsworth. Oregon State University Press, Corvallis, Oreg. pp. 203–229.

Paper in conference proceedings:

Whittaker, A.A., Uang, C.-M., and Bertero, V.F. 1990. Experimental seismic response of steel dual systems. *In* Proceedings of the 4th U.S. National Conference on Earthquake Engineering, Palm Springs, Calif., Vol. 2, pp. 655–664.

Institutional publications and pamphlets:

Dzikowski, P.A., Kirby, G., Read, G., and Richards, W.G. 1984. The climate for agriculture in Atlantic Canada. Available from the Atlantic Advisory Committee on Agrometeorology, Halifax, N.S. Publ. ACA 84-2-500. Agdex No. 070.

Corporate author:

American Public Health Association, American Water Works Association, and Water Pollution Control Federation. 1975. Standard methods for the examination of water and wastewater. 14th ed. American Public Health Association, American Water Works Association, and Water Pollution Control Federation, Washington, D.C.

Thesis:

Keller, C.P. 1987. The role of polysaccharidases in acid wall loosening of epidermal tissue from young *Phaseolus vulgaris* L. hypocotyls. M.Sc. thesis, Department of Botany, The University of British Columbia, Vancouver, B.C.

Electronic citation:

Quinion, M.B. 1998. Citing online sources: advice on online citation formats [online]. Available from http://clever.net/quinion/words/citation.html [cited 20 October 1998].

Citation including URL:

Tremblay, R. 1998. Development of design spectra for long-duration ground motions from Cascadia subduction earthquakes. Canadian Journal of Civil Engineering, **25**(6): 1078–1090. Available from pubs.nrc-cnrc.gc.ca/cgi-bin/rp/rp2_abst_e?cjce_l98-028_25_ns_nf_cjce6-98. [accessed 20 October 2005].

Citation including DOI:

Tremblay, R. 1998. Development of design spectra for long-duration ground motions from Cascadia subduction earthquakes. Canadian Journal of Civil Engineering, **25**(6): 1078–1090. doi:10.1139/L04-079.