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| --- |
| Your Name: Email:    When will you do your practicum (approx. dates):  Have you been offered this internship yet? If not, when do you expect to hear a decision?    Summary (In less than 40 words: What do you propose to do?): |
| Practicum advisor: Rachel Osgood(rmosgood@mines.edu)  Subject consultant:  ***Subject consultants*** *(typically LAIS or McBride faculty) provide intellectual depth by identifying readings, topics, concepts, and issues for students to consider as they pursue their practicum projects. They also approve the bibliographies. The* ***practicum advisor*** *typically serves as the instructor of record who grades the students’ work and monitors completion.* |

**HNRS 405: Practicum** is an independent, experiential learning program that seeks to develop student skills and broaden their understanding of the socio-cultural context in which scientists and engineers work. Students are expected to complete work (including academic exercises, laboratory research, internships, and/or experiential investigations) that is comparable to a three-credit Honors course.

The **Public Affairs Internship Pathway** focuses on developing the student’s knowledge of public affairs, policy, or the interface between science, technology, and society through hands-on experience. Students will identify, apply for, and complete an internship with a government agency, non-profit organization, think tank, media outlet, or other entity that interfaces with the public (in the U.S. or abroad). Students will meet most of their credit requirements through their internship work, but additional academic preparation and reflection will enhance their understanding of their experience.

**Submit this agreement** via an email to Ken Osgood (kosgood@mines.edu).

This **Practicum Agreement** establishes the requirements for completing HNRS 405 successfully. Students should develop this agreement *in concert with the McBride practicum advisor*, who will approve the pertinent deadlines and activities and submit the final grade. In most cases, students will work with a subject consultant: a faculty member (typically from LAIS or McBride) with pertinent area expertise. Failure to meet deadlines or complete all the identified tasks will negatively affect the student’s grade. Submission of this document signals your agreement to its terms.

**TIMELINE OF ACTIVITIES:**

In the right-hand column, enter the date by which you will complete each task. These are now your deadlines, which you are expected to meet. (Enter “complete” in right-hand column for applicable tasks.) **As you meet each deadline, notify Rachel Osgood, who will track your timely completion.**

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| --- | --- | --- |
| **BEFORE PRACTICUM** | |  |
| **Task** | **Target Date** | **DEADLINE**  (mm/dd/yyyy) |
| Submit this Practicum Agreement, including preliminary bibliography\* (below) | Semester prior to departure |  |
| Submit supervisor information, as part of this agreement below *if possible* (McBride will send evaluation form to your supervisor) | Semester prior to departure |  |
| Apply for Honors Enrichment Scholarship, if applicable | Consult McBride website |  |
| Apply for internship(s); request recommendations | Requirements set by sponsoring organization |  |
| Office of International Programs paperwork and approval (for internships abroad)\* | Consult OIP |  |
| Register for **HNRS 405: Practicum** for \_\_\_\_\_\_\_\_\_\_\_\_\_ semester. | CSM Registration period |  |
| Background report\* | One week prior to departure |  |
| **DURING PRACTICUM** | |  |
| **Task** | **Target Date** | **DEADLINE** |
| Internship\* | When will your internship conclude? |  |
| **AFTER PRACTICUM** | |  |
| **Task** | **Target Date** | **DEADLINE** |
| Submit final analytical essay\* | Two weeks after return |  |
| Exit interview or presentation | Coordinate with McBride Director | TBA |

**\* See additional instructions below.**

**ADDITIONAL INSTRUCTIONS:**

Paperwork:

* *For internships abroad*: Work with the Office of International Programs (OIP) to complete the required paperwork, immunizations, health insurance verification, ISIC card, etc. For additional information, see: <http://oip.mines.edu/Individual-International-Travel>

Bibliography and Background Report:

* In concert with your practicum advisor, internship supervisor, and/or subject consultant, select ~100 pages of readings that can enhance your understanding of the organization with which you will work (e.g. issues, controversies, or challenges facing that organization). These readings can include periodical/news sources, journal articles, or books. The goal of this assignment is to develop your understanding of the organization and the challenges it faces so you are a broadly informed participant during your internship.
* You should include the bibliography for your background report with this agreement below. Develop your bibliography with the advice and consent of your subject consultant**.**
* Write a report (~600-800 words, double-spaced) examining a topic arising from these readings. Use APA style and attach a bibliography.
* Submit your background report prior to beginning your internship.

Analytical Essay:

* Write an analytical essay (1000-1500 words) that explores a significant issue or issues you encountered, observed, or worked on during your internship. You should explain the issue(s), identify what steps were taken to address it, assess the progress made, and discuss the organization’s role and (if applicable) your own. You should enhance your experiential knowledge with supplemental research, which you should cite in APA format. Did your supplemental research transform, challenge or reinforce your understanding of the issue?
* Submit your report no later than two weeks after you complete your internship to the Practicum Advisor. Notify the McBride Program that you have done so.

**Sponsoring Organization and Supervisor**

**Provide all the information below:**

Name of Sponsoring Organization:

Brief Description of organization or sponsor:

Supervisor Name:

Supervisor Title:

Supervisor **Complete** Street Address (including city, state & zip):

Supervisor Telephone:

Supervisor Email:

Organization website:

**PRELIMINARY BIBLIOGRAPHY:**

Using APA style, list below the preliminary bibliography for your research project:

**[Insert bibliography here!]**