

**The McBride Honors Program
In Public Affairs for Engineers
Practicum Handbook**

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Registering For Your Practicum Choice

The Practicum is a requirement that all students in the McBride program must fulfill. The practicum is usually completed in the summer between the junior and senior year. There are three different ways to fulfill the practicum requirement: through an internship, overseas travel, or an honors thesis. Each student must obtain approval for their practicum by the Principal Tutor/Director of the McBride Program or by the Principal Moderator of the HNRS402: Foreign Area Field Trip if you are fulfilling your practicum by taking HNRS312 and HNRS402.

1. If you want to complete an internship or Research Undergraduate Experience (REU) you will need to begin your search for an opportunity at the beginning of your junior year. Those who will complete an internship or REU are expected to register for the HNRS311:U.S. Public Policy: Domestic & Foreign seminar in the spring of the junior year and participate in the trip to Washington D.C. over spring break. You must meet with and obtain approval for your internship or REU from the Principal Tutor/Director of the McBride Program. **Students will register for HNRS401A: Practicum: Internship in the fall of their senior year and complete the internship journal as specified in the *Internship/REU Requirements* section outlined in this handbook.**
2. **To complete the practicum through overseas travel you must complete the HNRS312: Foreign Area Study preparatory seminar in the spring and register for HNRS402:Practicum:Foreign Area Field Trip during the summer so that you can participate in the foreign area study trip. You will be required to pay tuition for HNRS402 during the summer semester.** An independent study abroad may also be used to fulfill the Practicum requirement, but you must get approval and make arrangements prior to going abroad in order to receive McBride credit for courses taken at another university. You must also complete all required course substitution forms. Students must have a **2.9 cumulative GPA and 3.00 McBride GPA to take HNRS312 and HNRS402.**
3. If you want to write a thesis, you must find a faculty sponsor on campus and get approval from the Principal Tutor/Director of the McBride Honors Program. You will need to complete HNRS311: US Public Policy: Domestic & Foreign seminar as a junior and complete HNRS401: Practicum Internship in the senior year. You should begin looking for a sponsor at the beginning of your junior year.

The Difference Between An Internship & Non-Internship Employment

Internship supervisors will have particular educational goals and objectives and/or a mini-curriculum for the intern during their placement with an organization. This is very different from the goals, objectives, and expectations of regular employees. The McBride student, the Principal Tutor, and the potential internship supervisor must be clear that the position that the student is applying for is indeed an internship rather than regular employment. While the pay scale for interns and regular employees may be different, the outcomes for each are also different. The intern will have the chance to apply knowledge and understanding through the carefully guided process of application of their knowledge under the direction of an internship supervisor. This is the benefit that the intern is to derive from the experience of the internship, as opposed to just monetary compensation.

Fulfilling the Internship With an REU

Students may use an Undergraduate Research Experience (REU) as an internship.

http://www.nsf.gov/home/crssprgm/reu/reu_search/cfm

You should consider an REU if you want to get first-hand research experience as undergraduates with some of the best researchers in science and engineering. REU's are highly recommended if you are planning to go to graduate school. You can search by field, location, and/or area of interest. REU experiences are offered through research universities and are very competitive. *A Guide to Undergraduate Summer Programs/REU's* is a good place to start an internet search for a summer research/internship experience. The website is www.romanpoet.org/168. Most summer REU's have stipends in the amount of 2000.00-4500.00 and last 10 weeks. A few programs pay for boarding and airfare.

There are also many REU's offered through large programs such as the National Science Foundation (NSF) and the National Institutes of Health (NIH). The NSF Research Experiences for Undergraduates (REU) program supports active research participation by undergraduate students in any of the areas of research funded by the NSF. REU projects involve students in meaningful ways in ongoing research programs or in research projects. Students may not apply to NSF to participate in REU activities. Students apply directly to REU sites and should consult the directory of active REU Sites on the Web at http://www.nsf.gov/crssprgm/reu/reu_search.cfm. Students must contact the individual sites for information and application materials. NSF does not select the student applicants. Another good list of REU's by discipline or subject area is *Undergraduate/Graduate Research Opportunities* found at www.unix.mcs.anl.gov/mathmodeling/resoptu.html. A print out of REU's at NSF is available in the McBride Office for students to look at.

Resources for Finding An Internship

The Career Center at CSM The CSM Career Center is the best place to begin your search for an internship. There are a variety of resources on this website www.mines.edu/stu_life/career/student_interns.html. The Career Center can provide assistance in resume writing, resume books, cover letters, interviewing skills, establishing a profile, and search tools for internships in numerous organizations. The Career Center posts internship positions on the DiggerNet employer database. There are also directories of employers that can be checked out from the Career Resource Library by students. The Career Center site has links to all sorts of different sites that may be useful in your search for an internship. Students may take advantage of the Job Agent which allows students to receive email with a link to an internship or job opening that matches their profile. The Career Center sponsors a Career Fair during the fall and spring semester each year. Students may attend this event and talk to employers directly about openings for interns.

Public Affairs Internship Resources

The following web sites have information about Public Affairs internships:

The National Association of Schools of Public Affairs and Administration has links to internships in the public affairs area.

<http://www.naspa.org/students/careers/service.asp#Internship%20Internet%20Resources>:

U.S. Department of State

<http://www.state.gov/www/careers/rstudprogindex.html> The Department of State manages several student employment programs that enable students to get experience in a foreign affairs environment through on the job experience. Some students work in Washington D.C, and others have the opportunity to work at an embassy overseas. Positions are both paid and unpaid.

Office of Personnel Management

<http://www.opm.gov/careerintern/index.htm> The Federal Career Intern Program is designed to help agencies recruit and attract exceptional individuals into a variety of occupations.

Presidential Management Intern Program

<http://www.pmi.opm.gov/>

The Presidential Management Intern Program was established to attract to the Federal Service outstanding individuals from a wide variety of academic disciplines who have an interest in, and commitment to, a career in the analysis and management of public policies and programs.

The Carter Center offers unique and diverse opportunities for undergraduate juniors and seniors and for recent graduates who are interested in contemporary international and domestic issues. The Internship program is recognized nationally and internationally. The programs and offices of The Carter Center are divided into three main areas: peace, health, and operations.
www.cartercenter.org/aboutus/education_doc.htm

Washington Internship for Students of Engineering (WISE)

[HTTP:www.wise-intern.org/](http://www.wise-intern.org/)

Each year 14,016 outstanding engineering students are selected to spend ten weeks in a special summer program in Washington, DC to learn how government officials make decisions on complex technological issues and how engineers can contribute to legislative and regulatory public policy decisions. The WISE Program is ranked one the 100 best Internship opportunities in the US by the Princeton Review.

Partnership for Public Service, <http://www.house.gov/science/committeeinfo/intern.htm>

This is an organization that promotes the revitalization of the public sector. Read the content at this site to get a better idea.

Committee on Science, US House of Representatives

<http://www.house.gov/science/committeeinfo/intern.htm>

Internships at the Department of State

<http://www.state.gov/m/dghr/hr/student/2553.htm>

Women & Public Policy Internship Program

<http://www.plen.org/interns/program.shtml>

PLEN's Women and Public Policy Internship Program is the only Washington DC internship program devoted exclusively to women and public policy and designed specifically for female students.

Project Vote Smart

http://www.vote-smart.org/program_internships.php

The PVS National Internship is a unique lesson in the study of American politics. Students from across the nation, as well as international students seeking to learn more about the American political system, come to Philipsburg, Montana to help American citizens educate themselves about elected officials and candidates.

Argonne National Laboratory's Communications & Public Affairs Division offers one full-time science-writing internship each summer for undergraduate students or students who graduated in May or June. Former Argonne interns have found reporting and editing jobs with *Science*, *Science News*, *R&D*, *Chemical & Engineering News*, *The Journal of the National Cancer Institute*, the International Medical News Group and the *Elgin Courier-News*, and as science writers at Cal Tech, Purdue, the American Chemical Society, Ames Laboratory, Argonne, and the University of Chicago Hospitals. Participants must be full-time students at an accredited college or university and must have a strong interest in science-related journalism. Participants will work at least ten 40-hour weeks on science news and feature stories and magazine articles for the [Argonne News](#), Explorer and the Argonne Web site, as well as related [news releases](#) and media contacts. The internship requires a strong background in journalism and an interest in science. Argonne National Laboratory has more than 200 research programs in basic and applied science, including mathematics and computer science, biology, environmental research, materials science, physics, chemistry, energy research, and advanced nuclear reactor technology. Argonne's Illinois site is located on a wooded, 1,500-acre campus near Chicago.

Come learn about the energy industry while helping to enhance Chevron's global image and reputation. You'll learn how we cultivate awareness of the important role we play in a critical industry.

http://careers.chevron.com/disciplines/index_of_disciplines/government_and_public_affairs/gpa_internships.aspx

http://www.anl.gov/Media_Center/Internship/index.html

Other Internship Possibilities

Committee on Commerce, Science, and Transportation, US Senate

<http://www.senate.gov/~commerce/intern.htm>

Office of Science and Technology, White House

<http://www.ostp.gov/budamin/html/internship.html>

Office of Science, Department of Energy

http://www.scied.science.doe.gov/scied/sci_ed/htm

National Academies of Science, Engineering, and Medicine Internship

<http://www7.nationalacademies.org/internship/index.html>

Smithsonian Institute

<http://www.si.edu/ofg/intern.htm>

NASA Undergraduate Student Research Program

<http://www.vsgc.odu.edu/html/usrp.html>

This is highly competitive but worth it. McBride students have participated in this program.

Refer to the McBride Honors Program website for additional information on internship databases, corporate internships, non profit sector internships, and more government internships.

www.mines.edu/academic/mcb_honors/

How to Succeed: Internship Guidelines

Internship/REU Objectives (Approved 12/03/02 by the McBride Executive Committee)

1. To become familiar with the organizational structure, culture and complexities of a private company or public agency.
2. To become aware of how the organization interacts with other elements of society including businesses, communities, government, and other countries.
3. To learn how decisions are made in the organization.
4. To understand how the intern's role fits into the mission of the organization.
5. To observe and analyze the behavior of professional role models in a variety of contexts.
6. To work on substantive projects.
7. To make presentations and write reports on projects.
8. To reflect critically on the internship experience and its relationship to the McBride Honors Program goals.

Internship/REU Requirements, Expectations, and Grading

1. Students in good standing in the program may complete their internship anytime after their sophomore year.
2. Students whose GPA falls below 2.8 will be difficult to place in an internship. Students will be advised to improve their GPA before pursuing an internship opportunity.
3. The student, with the help of the Honors Office and advice from the Career Center and the student's option department, is responsible for arranging an internship or REU. The McBride Principal Tutor needs to approve the internship or REU in order to ensure compliance with both the McBride course plan and internship objectives.
4. The student should begin the internship process early in the semester prior to the internship. S/he should schedule an appointment with the Principal Tutor no later than September 15 (for following Spring internship), October 15 (for following Spring internships), or March 15 (for following Summer internship). At that time s/he should have a one-page resume, a list of references, a basic application letter, and a list of organizations in which s/he would like to serve in an internship.
5. Before the student begins the internship or REU s/he must provide the Principal Tutor with the name, address, and phone number of the internship supervisor. The Principal Tutor or another member of the Executive Committee will contact the supervisor prior to the internship in order to assure that the supervisor understands the nature of the program and the internship requirements.
6. Before the student leaves for their internship, s/he should make certain that the McBride office has the current name, address, telephone, fax and e-mail numbers of the internship supervisor. Students are responsible for informing the Honors Office of any changes as they occur.
7. During the internship, the student must keep a journal on the experience which should be used in preparing the written report. The journal should be submitted along with the formal written report.
8. The student will prepare a written report on his/her internship or REU and submit it to the Principal Tutor along with his/her journal.
9. The student will have to secure a written evaluation by his/her supervisor by the end of the internship.
10. On satisfactory completion of both the report and the evaluation, the student will receive a letter grade and three semester credit hours. The grade will be determined by the quality of the report and journal and the supervisor's evaluation.

11. The student may be asked to present an oral report to students and tutors some time during the fall term.

Guidelines for Writing Your Report

1. After the internship, the deadline for submission of a draft of your report is the last week of summer (for previous Spring or Summer internships) or first week of Spring (for previous Fall internships). After the Principal Tutor provides you with feedback and advice on your report, the final report and internship journal are due two weeks later.
2. The report must be prepared using a word processor. However, you are expected to edit their report beyond the capabilities of their word-processor spell and grammar checker.
3. You should be an effective technical writer at this point in your career. Make use of appropriate formatting (e.g. heading and sub-headings, charts and graphs) and organizational tools (e.g. table of contents, executive summary, appendices, bibliography) in preparing your report. Remember that this is a professional report on which three semester credit hours are riding. The sections that **MUST** be included in your final report are as follows:
 - Executive Summary: This is a brief description of the internship or REU, including the main findings and conclusions of your experience. Keep it short and write it after writing your entire report so you include the main points from your report (minimum length: 1/2 page single-spaced).
 - Introduction: This is where you describe the organization where you worked and the nature of your internship or REU. To describe the organization, make sure to include and explain an organizational chart and explain in detail the division/program where you performed most of your work. Also explain why you think that you were hired. What is the problem that you are trying to solve or the issue that you are trying to deal with? (minimum length: 2 pages double-spaced).
4. Description of the internship or REU: In this section, you will describe in detail the daily tasks that you had to perform, the decisions that you had to make, the research that you had to do, and the people that you communicated with and reported to. Your journal will become the most important resource when writing this section so make sure to keep detailed and clear daily entries of all the activities listed above. When writing this section, refer back to your journal and try to get a clear and organized picture of what you did and then describe in detail such picture. (minimum length: 3 pages double-spaced).
5. Discussion: In this section discuss the internship or REU in relationship to the McBride Internship Objectives (see above). Here you have to analyze your internship by comparing it with each of the objectives above. For example, objective 3 requires that the internship provides you with the opportunity “to learn how decisions are made in the organization.” Explain how your internship met this objective. Analyze each of the eight objectives separately. (minimum length: 3 pages double-spaced).
6. Recommendations: In this section, you will evaluate your internship or REU by explaining how your internship can be improved in the future in order to meet or exceed the McBride objectives. Again evaluate your internship by explaining each objective separately. For example, for objective 3 above, explain how your internship could be improved for future students so they will learn how decisions are made in that organization. Should the organization provide clear instruction or guidelines on decision-making? Or should the McBride Program give you prior training on decision-making? Evaluate each of the eight objectives separately (minimum length: 3 pages double-spaced).

Additional Tips For Meeting Internship Guidelines

- Find an organization where you can work on substantive projects. Running errands for someone or making copies for a VIP are not substantive projects. Projects with a *Public Affairs* dimension are of value.
- Become familiar with the organizational structure and culture of the organization you will be working in. Secure an organizational chart and obtain other organizational information such as the annual report, number of employees, the challenges, competition, etc.
- Become aware of how the organization interacts with other businesses, government, etc.
- Find out how decisions are really made. Compare the organization chart to unofficial leaders within the organization. Write about your observations of leadership within the organization, official and unofficial.
- Seek information on how your role as intern fits into the organization. Find out where your salary comes from, what department. Ask people from several different departments how the intern role fits in the organization. Find out about the history of interns in the organization.
- Seek opportunities to be involved in meaningful projects, research and analysis, writing, and making presentations.

Organizations Where McBride Students Have Completed Internships

- American Airlines, Tulsa OK
- American Management Systems, Lakewood CO
- American Presidents Company, Englewood CO
- Anchorage School District, Anchorage AK
- Anheuser-Bush, Fort Collins CO
- Archer Daniels Midland Company, Decatur IL
- ARCO Exploration & Production Technology, Dallas TX
- ARCO Oil & Gas Company, Houston TX
- Ball Aerospace, Boulder CO
- BP Carson Refinery, Carson CA
- Bureau of Indian Affairs: Division of Energy and Mineral Resources
- Chevron Production, Evanston WY
- City of Golden, Golden CO
- City of Thornton Infrastructure Engineering Department, Thornton CO
- City of Thornton Public Works, Thornton CO
- Climax Molybdenum Company, Empire CO
- Commonwealth Edison, Chicago IL
- Colorado Common Cause, Denver CO
- Colorado Department of Transportation, Denver CO
- Conoco Inc, Midland TX
- Cooper Range, White Pine MI
- Coors Ceramic Company, Golden CO
- Cyprus Bagdad Copper Corporation, Bagdad AZ
- Decisioneering Inc, Denver CO
- Devon Energy Corporation, Houston TX
- Dow Chemical, Freeport TX
- E-470 Highway Authority, Aurora CO
- FBI, Quantico VA
- FMC-NALS, Houston TX

- Evolving Systems, Louisville CO
- Foothills Academy, Denver CO
- Ford Microelectronics, Colorado Springs CO
- Gates Rubber Company, Denver CO
- Goodrich Aerospace, Pueblo CO
- Gracon Corporation, Loveland CO
- Hach, Loveland CO
- Hazen Research, Golden CO
- Hewlett-Packard Company, Greeley CO
- Hoechst Celanese, Pampa TX
- IBM Printing Systems Division, Boulder CO
- IDC, Portland OR
- IMEX Medical Systems, Golden CO
- Information Handling Service, Englewood CO
- Intel Corporation, Santa Clara CA
- Information Handling Service, Englewood CO
- Intel Corporation, Santa Clara CA
- ITN Energy Systems, Wheat Ridge CO
- Jubilee Gold Mine, Western Australia
- Kelloffs Market, Alamosa CO
- Kiewit Network Services, Golden CO
- Koch Refining Company, Corpus Christi TX
- Las Alamos National Laboratory, Los Alamos NM
- Lockheed Martin, Denver CO
- Logical Devices, Denver CO
- Maraven, Maracaibo Venezuela
- Massachusetts Institute of Technology Metallurgical & Materials Engineering, Cambridge MA
- Materials Modification Incorporated, Fairfax VA
- Micro Motion, Boulder CO
- Mobile Exploration & Producing Technical Center, Dallas TX
- Mobile Oil, New Orleans, LA
- National Renewable Energy Laboratory, Golden CO
- Noah's Ark Whitewater Rafting Company, Colorado Springs CO
- Pentax Imaging Company, Golden CO
- Phelps Dodge, Safford AZ
- Phillips Petroleum Company, Bartlesville OK
- Pioneer Astronautics, Lakewood CO
- Pinnacle Systems, Denver CO
- Procter & Gamble, Hunt Valley MD
- Principia Mathematica, Inc., Wheat Ridge CO
- Randall & Blake, Littleton CO
- Renaissance Knowledge Systems, Englewood CO
- Safco Insurance Company, Lakewood CO
- Sears Roebuck & Company, Hoffman Estates IL
- Sellers and Grigg, Denver CO
- Shell Oil Products, Martinez CA
- Storage Tech, Broomfield CO
- Tahoe Fracture Clinic, Carson City NV

- Texaco Exploration and Production, Bakersfield CA
- Texas Instruments, Dallas TX
- Thums, Long Beach CA
- Timken Company, Canton Ohio
- US Department of Commerce Institute for Telecommunications, Boulder CO
- US Geological Survey, Golden CO
- USGS Cascades Volcano Observatory, Vancouver WA
- US West Business Resources, Inc., Englewood CO
- US West Business Resources, Inc., Omaha NE
- Unifield Engineering, Billings MT
- Union Pacific, Rock Springs WY
- Union Pacific Resources, Paterson LA
- University of Oregon Chemical Physics Institute, Eugene OR
- Vistech, Colorado Springs CO
- Vista Computer Service, Colorado Springs CO
- Walt Disney, Orlando FL
- Western Geco, Denver CO Western Geophysical, Englewood CO
- Woodshole Oceanographic Institute, Woodshole MA
- Wright & McGill Company, Denver CO

Internship/REU Supervisor Evaluation Form

McBride Honors Program In Public Affairs for Engineers/Colorado School of Mines

Name of the student _____

Name of the sponsoring organization _____

| Please rate the student on the criteria below: | Out-standing (Top 5%) | Excellent (Top 10%) | Good (Top Third) | Average (Middle Third) | Below Avg. (Bottom Third) | Not App. |
|--|--------------------------|------------------------|---------------------|---------------------------|------------------------------|----------|
| Competency in technical/engineering work | | | | | | |
| Quality of written works, reports, etc. | | | | | | |
| Oral communication skills | | | | | | |
| Attitude towards work | | | | | | |
| Ability to relate to others | | | | | | |
| Self confidence and initiative | | | | | | |
| Social sensitivity | | | | | | |
| Personal attitude and conduct | | | | | | |
| Sensitivity to the organization | | | | | | |
| Application of classroom knowledge | | | | | | |

Please feel free to comment on the ratings you have assigned in the above columns and make any additional statement about the student's work, personality, and potential. Please share with us both strengths and weaknesses of the student.

Since this student is just about to complete his/her participation in a special program, we would like to know whether you noticed in him/her any attributes different from other engineering students who have taken employment with you.

If you wish your evaluation to remain confidential, please check here:

_____ Print Supervisor's Name _____ Supervisor's Signature

The Foreign Study Option

If you decide to pursue the foreign study option you will need to make a series of deposits during the spring semester prior to the summer trip and you will pay for your meals in the foreign country that you visit. Some of the requirements, forms, and paperwork that you will need to be familiar with are as follows:

The Intelligence Reform and Terrorism Prevention Act of 2004 All people traveling to and from the Americas, the Caribbean, and Bermuda will soon be required to have a passport. The implementation will be in phases and the timeline is as follows:

December 31, 2006: Requirement applied to all air and sea travel to or from Canada, Mexico, Central and South America, the Caribbean, and Bermuda.

December 31, 2007: Requirement extended to all land border crossings as well as air and sea travel.

For more information on the initiative and how it may effect you, please visit the State Department's consular website at www.travel.state.gov or the U.S. Department of Homeland Security's website at www.dhs.gov. Passport You will be required to obtain a valid passport with an expiration date six months after the date that you return from the foreign study trip. You must obtain the passport before airfare can be purchased and the cost of the passport is the student responsibility. In the past airfare has been purchased as early as February. If you are planning on participating in the foreign study trip you should apply for a passport in the fall. It can take six weeks or longer to obtain a passport. To insure that you can complete the process of obtaining a passport please be sure you have the following documents:

Certified copy of birth certificate.

Existing passport if you have one that is expired

Drivers License

Passport/Visa photo (you will need two photos)

Visa Most foreign countries require a visa for entry. Generally the visa must be obtained between 30 to 90 days prior to the trip departure. In most cases we will be required to send your passport and visa application to the Consulate office 30 to 90 days before the trip departure date. You should plan on your passport being tied up during this time period, thus preventing you from travel to another outside the US for several months prior to the McBride foreign study trip. Be aware that you will be required to submit a valid drivers's license in order to obtain a visa. If you will turn 21 during spring semester, be advised that you will be required to obtain a new driver's license in person. It can now take up to six hours to renew your driver's license unless you are willing to get up very early and get in line. Colorado now has only one office per county where a driver's license can be obtained. It is the student responsibility to obtain a driver's license in time for submission of the visa application. Many visa applications require a passport photo.

Trip Waiver and Medical Disclosure. Students must also complete a medical disclosure form that requires proof of medical insurance. Specifically, students will be required to obtain a proof of insurance and a letter from their insurance carrier that states what coverage they have in a foreign country. Additionally a non 800 telephone number for your insurance carrier must be provided. The letter and the non 800 number can take some effort to obtain. Students should carry a charge card as medical costs will need to be paid at the time of service with reimbursement the student responsibility after they return to the US. Students will need to provide a list of vaccinations and immunizations as part of the disclosure form. While we cannot require you to be immunized, some countries can require immunizations as part of their visa requirements.

The International Student Identity Card (ISSC) Students are required to purchase an ISSC card. The cards are available on campus at the International Program office in Stratton 109. The cards are approximately \$22.00 and can help with lost tickets, legal tangles, emergency messages, and lost documents. More information is available at www.myisac.com/MyISIC

Safety and Security Students should make a copy of their airline tickets, passport (including bar code and visa stamp), drivers license (including the back side), medical conditions and prescriptions, their itinerary, social security and credit card numbers. Students should make two sets of the above and leave one with a parent and take one set with them. Drugs sold in the US are often sold under a different name than the medication name in a foreign country. Students should have a list of the generic medicines so a foreign doctor can write a new prescription.

Overseas Travel Seminar International Programs sponsors an overseas travel seminar during the fall and/or spring semester on campus. The seminar is free, lasts about an hour, and is very informative. Students who plan to participate in the foreign study trip are encouraged to attend this.

Honors Thesis Option

1. The honors thesis may be completed in lieu of the internship or foreign study, both of which occur in the summer following the junior year. Students choosing the Honors Thesis begin their work by defining their thesis topic in the fall of the junior year, completing the thesis during fall of the senior year. The topic of the thesis must have some relationship to the content of the McBride program, the student's major area of study, and involve substantial original research. The final product should be an original paper which will be presented/defended in public.
2. The student schedules an appointment to meet with the Principal Tutor to discuss a thesis as the way to fulfill the McBride practicum requirement.
3. The student, with the help of the Principal Tutor, seeks a faculty advisor to guide the thesis.
4. The student presents a written abstract of the thesis topic. The abstract will briefly outline the topic, the research plan, the proposed thesis format, and the documentation method to be used. The abstract must be approved and signed by the thesis advisor and must be accompanied by a timetable negotiated by the student and the advisor for completion of the thesis, including any faculty time required during the summer.
5. During the summer semester the student researches and drafts the thesis with guidance from the advisor.
6. The advisor and student continue to meet on a regular basis to review the work in progress. The completed thesis is submitted to the advisor and the Principal Tutor no later than midterm of the fall semester and is approved or returned for revision.
7. Once the thesis is approved, the student presents and defends the essence of the thesis orally before a subcommittee of the Tutorial Committee and other interested parties. The Tutorial Committee members evaluate the oral presentation on:
 - Ability to logically defend the thesis
 - Demonstrated depth of research and understanding
 - Originality
 - Presentation skillsThe Tutorial Committee member's evaluations are factored into the student's final grade.
8. The advisor submits a grade on the written thesis to the Principal Tutor and, in consultation with the Principal Tutor, determines the student's grade.
9. The honors office arranges to have three copies of the thesis bound, one for the Honors office, one for the advisor, and one for the student.
10. *How To Write A BA Thesis: A Practical Guide From Your First Ideas to Your Finished Paper* by Charles Lipson (2005) is a good reference that can be checked out from the McBride Honors Program library and from other libraries. The book is sold in cloth ISBN:978-0-226-48125-8 or paper ISBN: 978-0-226-48126-5.

McBride Release of Information & Thesis, Internship/REU Approval Form

_____Name _____Major

The McBride Honors Program in Public Affairs for Engineers **HAS MY PERMISSION** to share my McBride Foreign Study, Internship/REU, or Thesis report with other students in the McBride Program as reference material. I understand that reports shared with other students will be a copy of my report that does not include a grade, score, or comments by the professor who graded it.

Print Name

Date

Signature

The McBride Honors Program in Public Affairs for Engineers **MAY NOT** share my McBride Foreign Study, Internship/REU, or Thesis report with other students in the McBride Program as reference material.

Print Name

Date

Signature

Name of the Organization Where You Will Complete Your Internship/REU

Street Address of Organization

City, State, and Zip Code

Dates of Your Internship/REU (minimum 6 weeks)

Internship/REU Supervisor or Thesis Advisor Name

Internship/REU Supervisor Title or Thesis Advisor Name

Internship/REU Supervisor or Thesis Telephone Number

Internship/REU Supervisor or Thesis Email Address

Describe what you will be working on as part of your Internship/REU or Thesis including your goals and objectives:

Required Approval

Signature of McBride Principal Tutor/Director

Date

I have read the McBride Practicum Handbook and understand the registration, internship/REU, and thesis guidelines.

Student Signature

Date