**Master of Science in Environmental Policy and Management (EPM): Practicum Proposal**

OVERVIEW

The Environmental Policy and Management (EPM) program practicum (ENV 296; 6 units) is a capstone experience for students to integrate and apply their coursework to a problem in a practical applied professional setting, and provide students with experience in the professional field. The practicum is intended to be an experiential exercise in professional development (rather than a pure research project). Students are expected to develop a practicum proposal that states how the practicum is envisioned to further their individual career objectives.

**General Guidelines:**

Projects are developed in consultation with a partnering organization (PO) outside of UC Davis (e.g. an agency, NGO or consulting firm). The proposal should outline a policy research/analysis need of the PO and how it will be fulfilled by the student. EPM program staff and faculty work with students to develop practicum experiences, including contractual obligations with the PO. Most practicum projects are expected to be individual projects; however group projects with identifiable individual contributions are also possible.

* **Location**: Practicum projects vary, but will typically involve an internship outside of UC Davis. Alternatively (e.g., students who are currently working for an agency, NGO or consulting firm), a student may propose a practicum project with a faculty mentor but without a direct agency, NGO or company lead.
* **Timing**: The 6 practicum units can be completed during a single quarter or spread out over up to three quarters. While a minimum of 180 hours of work is required for the Practicum, projects are not limited by this lower bound.
* **Advising**: One or more faculty members serve as Practicum Supervisors (PS), which can include the student’s Faculty Advisor.
* **Supervision**: Students should identity a representative from the PO to serve as the primary project supervisor.
* **Completion**: Upon completing the experience, students will submit a written report of their findings including what was accomplished and how the experience advanced their career goals.
	+ **Deadline**: The final practicum report is due to the Practicum Supervisor(s) (UCD faculty) by the final day of instruction of the quarter or summer session in which the student completes the final (6th) credit hour of the Practicum.
	+ **Review**: The report is reviewed and approved by the Practicum Supervisor(s) and finally the Comprehensive Exam Committee (CEC).

Please stick to the prompts and avoid unnecessary filler/boiler plate information.

PRACTICUM PROPOSAL INSTRUCTIONS

The student should endeavor to complete the practicum proposal before the practicum begins. The practicum proposal text should cover all of the required elements that appear in the template below.

**Review and Submission:**

Once you, your Practicum Supervisor and your Faculty Advisor agree that your Practicum proposal is complete:

1) **The student should** email the proposal in PDF format to the Graduate Coordinator, the Faculty Advisor and (if separate from the Faculty Advisor) the Practicum Supervisor. The email should state: “Please find attached my completed draft of my practicum proposal as approved by my Faculty Advisor and (if separate) Practicum Advisor”.

2) **The Faculty Advisor should** reply all to that email (to the Graduate Coordinator and student) stating that the draft plan has been reviewed and approved: “I have approved the attached draft proposal”.

3) **The Practicum Advisor (if separate from the Faculty Advisor)** **should** reply all to that email stating that the draft plan has been reviewed and approved: “I have approved the attached draft plan”.

PRACTICUM PROPOSAL TEMPLATE

 (*Copy and paste the template below into a new document*)

**-------------------------------------------------------------------------------------------------------------------------------**

**Practicum Proposal**

Student name:

Partnering Organization (PO):

Project supervisor

* Name:
* Title:
* Email:

Anticipated start and end date of the project:

Agreement for student compensation (if any) for services rendered to the PO:

**Topline summary.** In two lines summarize your intended experience (e.g., “I will \_\_\_ by working with ­­­\_\_\_\_ and focus on \_\_\_”):

**Project and partnering organization (PO) description**

1. What is the mission of the PO in general?
2. What is the proposed project? What is/are the:
	1. motivation/need
	2. question(s) to be answered
	3. objectives
3. What analytical/methodological approach will be taken (i.e. how will the questions and/or objectives be addressed)?
4. Name and describe the expected deliverables.
5. How does the project fit into the mission of the PO?
6. How will the project further your individual career objectives?