

- a. Date that the individual study begins and ends;
 - b. Dates of individual study landmarks (e.g., time in field, initiate data collection, etc.);
 - c. Deadlines for student assignments (i.e., final summary of individual study experience; student journal; resume or CV, including internship under work experience; research paper; etc.);
 - d. Due dates for mid-point and final evaluations from the on-site supervisor;
 - e. Date that the faculty mentor will notify the CFOS internship coordinator and the student of his/her final grade internship grade.
3. Mid-Point and Final Evaluations: Employers are required to fill out these evaluations and review them with the student intern. Once both evaluations are signed, they can be turned academic file maintained by the CFOS Academic Programs Office; copies should also be retained by the student, employer, and faculty mentor.
4. Student Journal: Students must record work and duties **daily** in an internship journal, depending on the amount of credits received (see guidelines). Emphasis should be placed on what was learned, noting how it relates to the internship agreement. Keeping such a journal is a good work habit to develop early. It only takes a few minutes per day once the student is used to keeping such a journal. These records can be particularly important when working on contract or on federal/private grants.
5. Research Paper: Research papers are generally 15 to 30 pages in length and should be based on actual data collected during the student internship and take the form of a research manuscript (outline below). If a student decides to complete a research paper, they **must submit research objectives no later than the first week of employment and a detailed proposal outlining their research project to their on-site supervisor and faculty mentor by the end of the first month of their employment**. Supervisors and faculty

Data collection methods

Data analyses

Results

Clear results/figures and tables of data

Discussion/Conclusions

Summary of results and interpretation

Implications within the context of the literature