



Tropical Conservation Semester Conservation Internship (ECL677) Report Guidelines

BACKGROUND: Conservation internships are designed to allow students to choose an area of conservation that most interests them, and put into practice all the skills and knowledge they have acquired during the semester. Students operate with a great deal of independence during their four-week internship, so each student sets clear, achievable goals and plans their time carefully. At the conclusion of the internship, students will produce a written report describing their experiences and detailing their results, and present this information orally to the entire class.

Paper Format: Five to ten pages not including title page, **numbered** and **double spaced**, in 11 or 12 point font. Stapled. Tables or pictures are valuable, but do not count as part of the 5 pages.

TITLE: The title should be informative. Also put on the title page: your name, the date, your email address, and the name of the organization where you worked.

Use the following headings:

ABSTRACT: Describe the mission of the volunteer organization, the purpose of your project, what you found out, and your experiences, in a few sentences.

INTRODUCTION: Describe in some detail the goals and mission of the organization and how your project fit in. State what you planned to do or have happen during your internship. State the goals and expected outcomes of the project.

METHODS or ACTIVITIES: Describe how you went about achieving your goals. Describe the “where, when, with whom, and what equipment or information” of your project. Give an accounting of the time you contributed to the project.

RESULTS or OUTCOMES: Describe what happened, what you find out or what the impacts or outcomes were. This section is a good place for tables, graphs, or photos.

DISCUSSION: Put your results or experiences into a larger perspective: what did you and society get out of what happened during the internship? Include the following four points:

- 1) How this experience contributed to your education. Did you find out what you wanted to find out, and what unexpected results or experiences did you have? What was the most valuable part of your project?
- 2) How your project contributed to the goals of the organization.
- 3) How the project contributed to broader conservation or societal goals.
- 4) Possibilities for activities by future interns with this organization.

ACKNOWLEDGMENTS: Acknowledge those who assisted you in your project.

REFERENCES: List any readings you did as part of the project. You should have at least two appropriate citations. It is seldom necessary to use more than a few citations – this is not a literature search paper.

APPENDICES: Attach any products from your project, such as a brochure, data log, journal, teaching handout, photos or graphics.

It is imperative that we maintain good relationships with our internship organizations. Therefore, please prepare a copy of your final paper and submit it directly to your Supervisor. If at all possible, include an abstract in Spanish.