

THE RESEARCH INTERNSHIP GUIDELINES

Each student is required to participate in a Research Internship with a faculty member within or outside the School, who is a member of the Graduate School Faculty. If a student wishes to take part in a Research Internship with others than those who are Graduate School Faculty members, a member of the Social Work Faculty must oversee the project to ensure that it meets the internship objectives. The purpose of the Research Internship is to expose all students to the realities of the research effort necessary to complete a dissertation by having them share in the efforts of a more experienced researcher. Three or six research credits are used for this effort (Research in Social Work 910:703/704). Ideally, the student should be exposed to and participate in all stages of research design and completion of data collection and analysis to the extent it is feasible. The Research Internship cannot be taken until after the first 24 credits of course work is completed.

The internship should involve:

1. Discussion with and guidance by the advisor;
2. A negotiated agreement between student and the professor supervising the research regarding specific research assignments and products;
3. Credit to be granted for three dissertation research credits for one semester;
4. Graduate Faculty members (full or associate) who are involved in bona fide research projects;
5. A Research Internship plan, presented in writing, signed by the student and faculty member, and approved by the Director of the Ph.D. Program for dissertation research credits (910:702 Research in Social Work). This contract must specify the responsibilities of both student and faculty member.

Guidelines for developing a Research Internship:

The Research Internship must be taken for 3 to 6 credits. The following guidelines apply:

1. In consultation with his or her advisor or the Program Director, the student is responsible for locating a faculty member of the Graduate School with whom to work.
2. Faculty members with potential internships should give the information to the Doctoral Program Secretary so that it can be posted. These will be solicited by the Program Director at the end of each academic year.

3. The content should be related to a topic or method of study which is related to the student's dissertation interests.
4. The internship is for three credits and should entail a total amount of work comparable to that in a three credit course. In special circumstances, 6 credits, or a two-semester internship, may be requested.
5. The faculty member and student should draw up a written contract containing the duties and responsibilities of each, including:
 - The term during which the three credits are to be earned;
 - The approximate time to be spent;
 - The tasks to be carried out by the student;
 - The tasks to be carried out by the faculty person; and
 - The products related to the research that are to be completed (e.g. draft of paper to be submitted for publication; design of questionnaire).

This contract is to be signed by both student and faculty member and submitted to the Doctoral Program Director who will give final approval via a returned copy countersigned.

6. Assuming that any research project may be divided into four phases, the interest is for hands-on experience with at least two of these and a thorough discussion and intellectual exposure to the other two. The four stages are:
 - Issue/problem formulation and literature review;
 - Design, instrumentation and piloting;
 - Data collection; and,
 - Coding, data analysis and write up.
7. The student, in many cases, shall use the internship, with assistance from the faculty member, to develop the beginning of a dissertation proposal, or a paper for journal submission and/or conference presentation.
8. Should the internship not result in a good fit as to subject or for other reasons, the Program Director should be promptly notified so an alternate arrangement can be made.
9. The research internship may be taken in the spring or summer semester of the second year, or post-QE. As research projects may not conform to this timetable, some flexibility is built in. Further, students may wish to continue the research for a longer time period, and extend total credits to six. Note that some projects may have money to pay for the internship and others will not.
10. Registration for the Research Internship is: Research Internship, Fall: 16:910:703; Spring: 16:910:704. By Arrangement, three credits. These credits count towards the 24 dissertation research credits, not course credits.
11. Grading is Satisfactory or Incomplete.