

INTERNSHIP PROPOSAL/REPORT FORMAT

APPLIED COGNITION & NEUROSCIENCE PROGRAM

Internship Proposal Overview:

Each Masters Student in the Applied Cognition and Neuroscience Program must file an Internship Proposal in order to enroll in one or more of the following courses: ACN 7V71 Industry Internship, ACN 7V72 Research Internship, or HCS8V80 Research in HCS. In order to register for one of these classes, an ACN Masters students must submit an internship proposal to the ACN Program Office and have that proposal approved by the Program Office. **Students should discuss internship opportunities with the Program Head at least 2 semesters before the semester of their graduation.**

Internship Reporting Requirements:

Each semester all students who have the status of Masters Students in the Applied Cognition and Neuroscience Program must write an internship report and submit a report to the ACN Program Office for each of the following courses: ACN 7V71 Industry Internship, ACN 7V72 Research Internship, or HCS8V80 Research in HCS. Students who do not submit an internship report in the format specified here will not receive a passing grade.

Internship Proposal Format (1-2 pages):

- A. Title of the Internship Report and Student Name and Student ID Number
- B. Location and Time Period in which the internship is expected to take place.
- C. Name, Email, Address, and Phone # of your Immediate Supervisor for this Internship Proposal
- D. Educational Objective of the Internship
- E. Number of Hours of Internship Experience expected to be obtained by the student during the course of the semester and Number of Credit Hours to be received
- F. Complete the following Learning Objectives table and insert this table into your Internship Proposal.
- G. Additional learning objectives, if required, as specified by immediate supervisor (optional)
- H. Obtain signature from immediate supervisor approving your proposal

Applied Cognition and Neuroscience Learning Objective Category	Describe Proposed Relevant Internship Activities supporting this Learning Objective (note: write “no activities support this objective category” as appropriate.)
Obtain basic knowledge of neuroscience and/or cognitive psychology.	
Apply basic cognition and neuroscience research methods including research design, data analysis, and interpretation.	
Apply cognition and/or neuroscience principles and findings to applied problems.	

If none of the internship activities fit into the above table, please explain why the proposed internship experience is expected to increase the educational value of the Masters Degree in Applied Cognition and Neuroscience. ***Your immediate supervisor must sign your proposal or send an email to the ACN Program Office (mkd081000@utdallas.edu) to indicate approval of your proposal.***

Internship Final Report Format (3-10 pages)

I. Internship Overview (1-3 pages)

- A. Title of the Internship Report and Student Name and Student ID Number
- B. Location and Time Period where internship took place.
- C. Name, Email, Address, and Phone # of your Immediate Supervisor for this Internship.
- D. Educational Objective of the Internship
- E. Number of Hours of Internship Experience obtained by the student during the course of the semester and Number of Credit Hours to be received
- F. *Have your immediate supervisor sign your proposal to indicate approval of proposal or have your supervisor email approval of your proposal to: mkd081000@utdallas.edu*

II. Internship Experience Methodology and Results (2-4 pages).

- A. If your internship experience involved a scientific research experience, please summarize the *scientific significance of the research problem you investigated, methodology, your results, and the scientific significance of those results*. Also discuss *what skills and knowledge you acquired* as a result of your research experience.
- B. If your internship experience involved an industrial experience, please summarize *what you did and what skills and knowledge you acquired* as a result of your industrial internship experience in 2-4 pages.
- C. Fill out the following table and insert this table into your final report.

Applied Cognition and Neuroscience Learning Objective Category	Describe Relevant Internship Activities supporting this Learning Objective (note: write “no activities support this objective category” as appropriate.)	What Results were obtained from the Internship Activity which evidence accomplishment of the relevant ACN Learning Objective? (If none, write “none”.)
Obtain basic knowledge of neuroscience and/or cognitive psychology.		
Apply basic cognition and/or neuroscience research methods including research design, data analysis, and interpretation.		
Apply cognition and/or neuroscience principles and findings to applied problems.		

- D. Attach any relevant results or products from the Internship Activity relevant to C which are not classified as confidential by the company/group sponsoring your internship.

If none of the internship activities fit into the above table, please explain why the proposed internship experience is expected to increase the educational value of the Masters Degree in Applied Cognition and Neuroscience. *Your immediate supervisor must sign your proposal or send an email to the ACN Program Office (mkd081000@utdallas.edu) to indicate approval of your Final Report.*