

**Internships in Science Communication 11:374:483**  
**Internship Requirements and Guidelines**  
**Spring 2025**

Students are required to fulfill Human Ecology Department standards for a 3-credit course.

**Requirements for internship credit**

- Complete 125 hours of internship contact time
- A contract between the intern and sponsoring organization that specifies work goals for the internship on one or more substantive projects, signed by the student, internship supervisor, and faculty sponsor.
- At least 2 class meetings with faculty sponsor (Dr. Nucci) during the semester to review issues in science communication and assess progress and identify necessary modifications.
- Biweekly log of hours worked with annotations regarding work accomplished, with signoff by the internship supervisor.
- A portfolio of work produced during the internship in which the intern played a role and including annotation as to what it represents and the intern's role in its production.
- Summary of the internship experience and results, of up to 500 words, suitable for inclusion in a newsletter, EPIB Trail or similar publication. Or a short video suitable for posting online.
- A set (3-5) of PowerPoint slides prepared for presentation.
- A 3-4 page paper documenting and assessing an extensive interview with a superior at the internship.-Questions should include but are not limited to how the person got to the position occupied, what the positives and negatives of the job are, advice they would have for a young person who desired a similar career track, and what they hope to accomplish in that position and beyond. It should conclude with reflection on what was learned from the interviews.

**NOTE: You can count the time to prepare your portfolio, your summary (text or video), your PowerPoint slides and your paper towards your 125 hours. Include in your log of hours.**

**Evaluation Criteria**

- A minimum of 125 hours in the internship.
- At least 2 meetings with the instructor (Dr. Nucci).
- Quality of the internship portfolio, reflecting input from the internship sponsor.
- Quality of the final class presentation.
- Quality of the internship summary.
- Quality of the interview summaries.
- Student and internship mentor evaluation of the internship experience.

## Guidelines

### Log of hours

Your log of hours should use the template (as shown below) provided at the beginning of the internship. It must be signed off by your supervisor.

Date	Number of hours	Cumulative hours	Work Activities (short description)	Supervisor Initials

NOTE: You can count the time to prepare your portfolio, your summary (text or video), your PowerPoint slides and your paper towards your 125 hours. Include in your log of hours.

### Portfolio Guidelines

Your portfolio should include a list of the work you have done as part of the internship. If you can include these products, please do so. If not, indicate why you cannot include them. The list should include—for each product—a description of the goal of the product and your role in the creation of the product.

Here is an example:

Product	Goal	My role	Product included?
Flyer for Science Communication Initiative	The flyer will be used for marketing training programs.	I edited the text and designed the flyer and prepared it for distribution.	Yes
Science Communication Initiative website	Updated website for general use.	I was responsible for finding specific content and updating the website.	No. Too complex a website to include, but can be found at <a href="http://scicomm.rutgers.edu">scicomm.rutgers.edu</a>

### Internship Summary

Your summary of at least 500 words should be suitable for publication in the EPIB Trail, newsletter or similar. You can also choose to prepare a 5-10 minute video (mp4) for uploading to Instagram or YouTube or Facebook. The goal for both is to encourage other students to participate in an internship program.

Both summary and video should include:

- a detailed description of your internship
- what you achieved
- your point of view of the value of completing an internship
- what you learned.

Your video should start with you introducing yourself (name, major) and indicating that your internship is part of the course 11:374:483 Internships in science communication.

### Presentation

You should prepare 3-5 PowerPoint slides suitable for presentation or as an Instagram post. The goal is to celebrate your work during the internship. Your slides should include:

- picture of you with your name, major and class year
  - name of internship organization
  - short description of your role in the internship
  - outcomes of your internship
  - final slide should include the text “11:374:483 Internship in science communication” and the phrase “For more information contact Dr. Mary Nucci at [mnucci@sebs.rutgers.edu](mailto:mnucci@sebs.rutgers.edu).”
- Feel free to include any other content that will show others what you have done during the internship.

### Paper

For your 3-4 page paper, you should include both an interview with your mentor, as well as a final reflection in what you learned from the interview. Your interview should at a minimum ask the following questions (if you cannot do a face to face interview, you can ask for responses to the questions via email; please add questions of things you want to know from this person):

- what is their current job title
- how they got their position
- how long they have been in that job
- what do they enjoy most about their job
- what are the biggest struggles they have in their job
- how critical is science communication to their work
- what advice would they give a young person who desired a similar career track
- what do they know at this point in their career that they wished they had known earlier • what they hope to accomplish in that position and beyond

Please make sure that you include the questions asked in your paper. It is fine to have the answer to each question as a separate paragraph, finishing with the final reflection.