

## **HUXLEY COLLEGE OF THE ENVIRONMENT INTERNSHIP and SENIOR THESIS REPORT INSTRUCTIONS**

Most of the majors offered by Huxley College require students to complete 10-15 credits of Senior Thesis, Internship, Senior Project, or International Study. This documentation specifically addresses the report required for completion of the Senior Thesis (498a) or Internship (498b). See also “Registering and Completing ESTU 498 or ESCI 498 Credits”

The thesis is usually a written report modeled on a Master’s thesis. Students undertaking internships submit a similar but less formal "Internship Report.” The Senior Thesis or Internship Report is submitted to the Huxley faculty member whose name is listed as the Instructor for the 498 credits for which the student registered.

### **Format and Style**

The content of the report must meet the instructor’s standards as documented in the Internship or Thesis Contract and are not a matter of College Policy. The College does require the student meet the following format requirements:

- **Submit to the Instructor a minimum of two bound copies of the final report.** Binding must be permanent such as spiral or tape bound. Submission of three copies is required if the student wants their own archival copy.\*
- **Use a standard title page available on Huxley’s website as the first page of the report.** The title page is an Interactive form available on Huxley’s website to fill in and print for inclusion in the report.
- **Include a student-signed release/disclaimer form as the second page of the report.** The release/disclaimer is to be printed out, signed by the student and bound into at least one copy of the report. The signed release is necessary for Wilson Library to include the report in its collection.

### **Timing**

- **At minimum, submit first draft by third week of last quarter of study.** Students must clarify the timeline for draft submission with the instructor and document that on the Senior Thesis/Internship Contract. Instructors need sufficient time to read and evaluate reports before the applicable grading deadline. In most cases, instructors require revisions and resubmission before grading.
- **If internship or thesis work occurs in the summer, this often delays graduation to Fall quarter.** Faculty instructors are rarely available during summer to grade Internship or Senior Thesis Reports. Late submissions in spring quarter are problematic because many faculty leave campus for extended periods in summer quarter.
- **Students with incomplete work listed on their transcripts as K grades are responsible for making sure the Instructor submits the final grade(s).** After the report is accepted as final by the instructor, students with K grades should notify the instructor of all quarters in which they have outstanding incomplete grades.
- **After receiving the final bound copies, the instructor submits all copies to the Dean for signature.** The Dean sends one bound copy to Wilson Library and returns all additional copies to the instructor. Students should contact the instructor to pick up extra copies submitted.