Practicum Options Summary Page

Option 1 – Internship
Students work full-time (35-40 hours a week) for an organization for a minimum of 3 months. Students are required to negotiate a Terms of Reference, or TOR with the organization to outline their responsibilities and duties during their internship, and this TOR must be approved by the student’s practicum advisor.
Final Product – Internship Report (35-40 pages)
For more details - Page

Option 2 – Master’s Paper
Students complete semi-independent research for an organization. While the organization provides support, resources, and possible funding for this research, the research topic will be chosen by the student, who will then complete the research on their own. Students do not need an IRB, but their research question and proposed methodology need to be approved by their practicum advisor and by the organization with which they are working. In addition, they are required to negotiate a TOR with the organization. Research duties should last a minimum of 3 months.
Final Product – Master’s Paper (60-75 pages)
For more details - Page

Option 3 – Independent Field Research
Students complete independent research for a period of at least 3 months. This option requires an IRB, and that the student’s research question and methodology be approved by their practicum advisor. It is highly advised that students pursuing this option take additional research courses at Heller or Brandeis.
Final Product – Master’s Thesis (85-100 pages)
For more details - Page

How Do I Choose?
When deciding which option to choose, please consider the following:
Your career aspirations – if you need more practical experience, choose the internship option. If you need more research experience or academic writing experience, choose the Master’s Paper Option.
Do you want to pursue a PhD in the future – if so, we recommend you take additional research courses and choose the Independent Field Research option.
How much money you have – it is extremely hard to impossible to get external funding for your own research. It is, however, possible to negotiate for salaries or stipends if you are working with an organization. Also consider the cost of living here and abroad.
How much time you have – do you have three months for the practicum and three months for writing? Will you be taking classes while you are writing your paper?
How long of a paper you want to write – there is no shame in not wanting to write a very long paper. Know yourself – your attention span, your passion for the subject, and your capabilities.

**Please read through this entire guide at least once. Even if you know which option you will choose, the best practices and tips are interchangeable depending on the specifics of your practicum, and you may find them useful.
Option 1: Internship

First Steps
Start by thinking about what type of organization you would like to work for. What is their focus? Are they international or domestic, big or small? Would you like to be in the headquarters or in the field? In which department would you like to work – fundraising, implementing, planning, monitoring or evaluating? Create a list of organizations you would like to work for, as well as a list of the job duties you would like to have during your internship.

What next?
Try to develop connections at these organizations. By all means, apply for any internships they post on their website or on Idealist, but your best way in is through networking. Attend the Career Center workshops, go to appointments with Career Center staff. Get your resume and Linkedin profile perfect. Talk about your interests to whoever will listen – the faculty and your fellow students are a great resource for connections.

*For organizations without internship programs – Request informational interviews with people you would like to work with in the organizations you are interested in. Never ask about job opportunities in your first informational interview with someone. When you are finishing up, ask if you can speak with them again – maybe you didn’t get to all of your questions, or they suggested some resources for you to look at, and you would like to follow up with them after. If they say yes, before the next interview, make sure you have thoughtful questions ready, and if you can, identify some problems or challenges they may be facing that you may be able to help with. For example, development organizations often do not have the staff or resources to conduct conflict analyses in the places they work. If your conversation led you to believe that the organization would benefit from a conflict analysis, bring that up to the interviewee, and also let them know that you are capable of doing that, and are required to complete an internship for your program. If you realize that the person is not doing work you are interested in, or if you haven’t felt a connection with that person, you can always ask them to recommend someone else in the organization, or the field to talk to.

*For organizations with internship programs – try to request an informational interview with someone who will be working with the interns. Try to make a good impression, and develop a connection with the interviewee. Mention that you have applied, or that you are interested in applying to the position. If you see an opportunity, use the directions for organizations without internship programs – even organizations with standardized internship programs may hire someone outside that program if it benefits them.

The Terms of Reference, or TOR
Once an organization has agreed to work with you, it is time to negotiate the terms of reference. They may have a standard one for you to use, or they may ask you to draft one. You can find examples of TOR’s on the Research Methods Latte Page. In general, your TOR should mention the name of your direct supervisor in the organization, the time frame of your work, and your general duties and products. Make sure these all match with the requirements for the practicum, your learning goals and your abilities.
Internship Practicum Proposal

Provide a document which includes the following:

1. A description of the organization with which you will work.
2. A list of locations where you will work.
3. A copy of your TOR, with your supervisor clearly identified
4. A list of possible challenges you will face in the field, as well as a description of the preparation you will need to complete to be ready for these challenges.
5. A description of your learning goals.
6. A summary of your methodology for your work and your communication plan with your advisor.
7. An initial literature review, at least 10 sources.
8. The proposed timeline for your work
9. The initial bibliography.

Internship Report

A 35-40 page paper about **** that includes the following sections (page limits are suggestions):

1. Cover Page with title, your name, the name of the organization, your advisor’s name
2. Table of Contents, with page numbers
3. Executive Summary (150-200 words)
4. Key Words
5. Acknowledgements
6. Abbreviations
7. Introduction: Description of the organization and your internship
8. Statement of Relevance to the field of Coexistence (2-5 pages)
9. Literature Review (5-10 pages)
10. Narrative of how you did or did not accomplish your learning objectives (1-2 pages)
11. Presentation of findings and recommendations (15-25 pages)
12. Tables and Figures
13. References and Bibliography in APA format

Important Deadlines:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>1 Practicum Proposal Due to advisor</td>
<td>March 23</td>
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<td>November 9</td>
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<td>November 30</td>
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<tr>
<td>7 Capstone Presentation</td>
<td>December 3</td>
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Option 2: Master’s Paper

First Steps:

What’s Next?
Master’s Paper Proposal
Provide a document that includes the following:
1. A description of the organization with which you will work.
2. A list of locations where you will work.
3. A copy of your TOR, with your supervisor clearly identified
4. A list of possible challenges you will face in the field, as well as a description of the preparation you will need to complete to be ready for these challenges.
5. A description of your learning goals.
6. A summary of your methodology for your work and your communication plan with your advisor.
7. An initial literature review, at least 10 sources.
8. The proposed timeline for your work
9. The initial bibliography.

Master’s Paper
A 60-75 page paper about **** that includes the following sections (page limits are suggestions):
1. Cover Page with title, your name, the name of the organization, your advisor’s name
2. Table of Contents, with page numbers
3. Executive Summary (150-200 words)
4. Key Words
5. Acknowledgements
6. Abbreviations
7. Introduction: Description of the organization and your internship
8. Statement of the Coexistence and/or Development Problem (2-5 pages)
9. Literature Review (3-6 pages)
10. Narrative of how you did or did not accomplish your learning objectives (1-2 pages)
11. Methodology (6-10) pages
12. Presentation of findings and recommendations (17-30 pages)
13. Tables and Figures
14. References and Bibliography in APA format

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Option 3: Master’s Thesis

First Steps

Next Steps
Master’s Thesis Proposal

Provide a document that includes the following

1. The location of your work
2. A list and description of individuals in the field that can assist you with your work
3. Your research question, as well as a possible solution to the identified problem
4. A detailed account of your research methodology and communication plan with your advisor
5. A description of how your research follows the guidelines of Do No Harm, and is in accordance with IRB rules.
6. A list of possible challenges you will face in the field, as well as a description of the preparation you will need to complete to be ready for these challenges.
7. A description of your learning goals.
8. An initial literature review, at least 10 sources.
9. The proposed timeline for your work
10. The initial bibliography.

Master’s Paper

A 80-95 page paper about **** that includes the following sections (page limits and structure are suggestions):

1. Cover Page with title, your name, the name of the organization, your advisor’s name
2. Table of Contents, with page numbers
3. Abstract (1 page)
4. Key Words
5. Acknowledgements
6. Abbreviations
7. List of Illustrations
8. Introduction: area of research, topic, objective of research, outline of paper (6-10 pages)
9. Literature Review (20-30 pages)
10. Description of Research Problem (6-10 pages)
11. Methodology (5-10) pages
12. Research Results (10-15 pages)
13. Findings and Conclusions (10-15)
14. References and Bibliography in APA format
15. Appendices

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Talk to everyone – not just professors, not just people in the specific field they are interested...
Read as much as possible – from different angles, different types of literature and media (not just scholarly)
Start writing as early as possible
Resources:

PCDN Top 10 Suggestions and Resources for Finding Internships in Intl Development, CR and Related Fields
http://www.internationalpeaceandconflict.org/profiles/blog/show?id=780588%3ABlogPost%3A40159&xgs=1&xg_source=msg_share_post#.VnQ8evn3R1E

APA's Style Guide for Electronic References
http://site.ebrary.com/resources.library.brandeis.edu/lib/brandeis/reader.action?ppg=6&docID=80163722&tm=1420810425084

The Purdue OWL: APA Style
https://owl.english.purdue.edu/owl/section/2/10/

Human Subjects in Research – Brandeis IRB
http://www.brandeis.edu/ora/compliance/irb/

pcdn – how to find jobs and internships

Coexistence Research Methods Latte Page