An approved thesis or professional experience report is a mandatory component of the requirements for the Master of Science in Coastal Marine and Wetland Studies. The report is a permanent record of the internship that is an integral part of this degree. Since the professional experience report will be preserved and shared with other scholars and professionals, high standards must be upheld concerning the form and appearance.

A professional experience report is based on the student’s internship and is approved by the degree candidate’s Graduate Advisory Committee. Questions about the internship and about the Graduate Advisory Committee should be directed to the Major Professor or the SCE Graduate Programs Coordinator. When a degree candidate completes their report, it must be defended before the Graduate Advisory Committee.

The defense of the professional experience report should be conducted no less than thirty days (30) before the date the degree candidate expects to receive their degree. After successfully defending the report, have the appropriate signatures signed in black ink on the title page and submit the title page to the SCE Graduate Programs Coordinator.

**Professional Experience Report**

The following sections should be included in the professional experience report:

- Short overview of internship organization;
- Intro/background to the project;
- Project overview;
- Methods (what the student did during internship);
- Connection with core classes and also career goals;
- Internship timeline;
- Literature review; and
- Internship log (see the SCE Graduate Program Forms page: [http://www.coastal.edu/cmss/forms/](http://www.coastal.edu/cmss/forms/) listing activities and hours included as an Appendix).

The form and appearance of the report must comply with the professional experience report guidelines provided by the SCE Graduate Program. No report will be accepted that does not comply with the published guidelines. Note that the report must be in English.

1. **Method of submission:** The final report must be submitted to the Graduate Programs Coordinator after being approved by the student’s Graduate Advisory Committee.

2. **Type styles:** Any legible 12-point font can be acceptable, but styles with serifs are recommended because they normally have greater legibility. Typefaces that are overly ornate or difficult to read cannot be accepted. The original should be printed on a laser or full letter-quality printer. Please use boldface sparingly. If you have any questions about acceptable type styles, please contact your Major Professor.
• **Margins:**
  1. Left margins must be one and one half inches (1 ½”) throughout, including appendixes, charts, graphs, tables, etc.
  2. Right margins must be one inch throughout.
  3. Top margins: First pages of all chapters must have two-inch margins at the top. All other pages must have one-inch margins at the top.
  4. Bottom margins must be one inch throughout.
• **Spacing:** The text of the original manuscript (and all copies) must be double-spaced.
• **Pagination:**
  Use lowercase Roman numerals to number introductory pages (title page, acknowledgements, dedication, etc.) with the title page bearing no number but included in the sequence. A table of contents is required, listing all preliminary pages, chapter or section headings, list of references, and appendixes (if any). Arabic numerals are to be used to number the remaining pages of the text, including appendixes. Placement of page numbers must be consistent (bottom-center or upper-right corner) and always one-half inch from the edge of the page. (See the page arrangement guideline at the end of this document)
• **References:** A list of references must be appended to the thesis. It must list (alphabetically by authors*) all references that you cited. For the form of entries, consult a style manual recommended at the end of these guidelines.

3. **Title page:** The title page of the professional experience report is extremely important and must be signed in black ink on the required paper by the degree candidate’s committee before it is presented to the SCE Graduate Programs Coordinator. The SCE Graduate Programs Coordinator is responsible for the signatures of the Dean and SCE Director. If you have any questions about your title page, please contact your Major Professor or SCE Graduate Programs Coordinator.

4. **Recommended Format:** Many helpful style manuals are available. The CBE Style Manual is endorsed by the SCE Graduate Program. Regardless of the style manual, please remember that the regulations in this guide take precedence over those in any other source. Consult your Major Professor to determine which guide is most appropriate for your subject matter.
# Order of Pages and Numbering for Professional Experience Report

<table>
<thead>
<tr>
<th>Final Report Components</th>
<th>Number to type on page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank page (Flyleaf)</td>
<td>(Not numbered)</td>
</tr>
<tr>
<td>Title page</td>
<td>Small Roman numeral, number “i” assigned, but not typed</td>
</tr>
<tr>
<td>Copyright</td>
<td>Small Roman numeral, numbered consecutively (begins with “ii”)</td>
</tr>
<tr>
<td>Dedication page*</td>
<td>Small Roman numeral, numbered consecutively</td>
</tr>
<tr>
<td>Acknowledgements*</td>
<td>Small Roman numeral, numbered consecutively</td>
</tr>
<tr>
<td>Abstract*</td>
<td>Small Roman numeral, numbered consecutively</td>
</tr>
<tr>
<td>Preface*</td>
<td>Small Roman numeral, numbered consecutively</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Small Roman numeral, numbered consecutively</td>
</tr>
<tr>
<td>List of Tables (if 4 or more)</td>
<td>Small Roman numeral, numbered consecutively</td>
</tr>
<tr>
<td>List of Figures (if 4 or more)</td>
<td>Small Roman numeral, numbered consecutively</td>
</tr>
<tr>
<td>List of Plates (if plates are used)</td>
<td>Small Roman numeral, numbered consecutively</td>
</tr>
<tr>
<td>List of Symbols and/or abbreviations (if needed; may be included as appendix)</td>
<td>Small Roman numeral, numbered consecutively</td>
</tr>
<tr>
<td>Introduction</td>
<td>Arabic numerals, starting with “1” and numbered consecutively</td>
</tr>
<tr>
<td>(overview of internship organization and intro to project; may be first chapter or section)</td>
<td></td>
</tr>
<tr>
<td>Body of Report</td>
<td>Arabic numerals, numbered consecutively</td>
</tr>
<tr>
<td>(divided into chapters or sections)</td>
<td></td>
</tr>
<tr>
<td>List of References</td>
<td>Arabic numerals, numbered consecutively</td>
</tr>
<tr>
<td>Appendix</td>
<td>Arabic numerals, numbered consecutively</td>
</tr>
<tr>
<td>(include internship log)</td>
<td></td>
</tr>
<tr>
<td>Blank page (Flyleaf)</td>
<td>(Not numbered)</td>
</tr>
</tbody>
</table>

*These elements are optional; all others are required.

PLEASE NOTE: ALL pages must be numbered except the Flyleaf and the title page (number is assigned, but not typed).
Professional Experience Checklist For Graduation and Submission

1. An approved program of study (Application for Admission to Candidacy form) is on file in SCE office. All changes to programs of study have been submitted in writing using the Revisions to the Program form.

2. Submit a Degree Application and Degree Certification form along with the receipt for graduation fees to the SCE Graduate Programs Coordinator on or before the published due date for degree applications. Pick up professional experience report guidelines from the Major Professor or SCE Graduate Programs Coordinator and verify the report deadline at that time. Make sure you are using the most current guidelines.

3. Use an approved style manual as well as these guidelines.

4. Submit a copy of the final report to your Graduate Advisory Committee for a review of the presentation and content. Make all recommended changes.

5. Verify the deadline for the final submission of approved report (all copies) to SCE Graduate Programs Coordinator. Please schedule an appointment with SCE Graduate Programs Coordinator for final submission. The professional experience report must be submitted in its final form no later than five (5) days before the published date of commencement. Submission of the professional experience report does not guarantee that you have completed all requirements for graduation.

6. Be prepared to pay the required fees. Personal checks or Visa credit cards are accepted.

7. Do not include handwritten page numbers on the main text. Pictures, figures, or plates should be copied or scanned onto the page. Do not use tape or glue.

8. Have the Graduate Advisory Committee sign, in black ink, the title page of the original copy of your professional experience report. Spell-check the title page. The degree candidate is not responsible for the signatures of the Dean or SCE Director.

9. **ALL** requirements for graduation must be completed prior to commencement. See your major professor for assistance.
CHECKLIST FOR PROFESSIONAL EXPERIENCE REPORT
Before turning in your final report to the SCE Graduate Programs Coordinator, please take a moment to make sure you have included these sections (1-15) and that you have followed the proper format (16-19):

1. _____ Title/Signatures page with original signatures
2. _____ Copyright page (optional)
3. _____ Dedication (optional)
4. _____ Acknowledgements (optional)
5. _____ Abstract Text (optional)
6. _____ Preface
7. _____ Table of Contents
8. _____ List of Tables (as appropriate)
9. _____ List of Figures and/or Plates (as appropriate)
10. _____ List of Plates (as appropriate)
11. _____ List of Symbols/Abbreviations (as appropriate)
12. _____ Introduction
13. _____ Text
14. _____ List of References
15. _____ Appendices (including internship log)
16. _____ Letter quality 12-point font
17. _____ Double-spaced text
18. _____ Margins: 1.5" left, 1" right, top and bottom
19. _____ Page numbers: all within required margins (small Roman Numerals for introductory pages, Arabic numerals for text). All pages are numbered except for the 2 title pages (and optional copyright page).
PROFESSIONAL EXPERIENCE REPORT TITLE GOES HERE

By

Your Name Here

Submitted in Partial Fulfillment of the

Requirements for the Degree of Master of Science in

Coastal Marine and Wetland Studies in the

School of the Coastal Environment

Coastal Carolina University

YYYY

Name, Major Professor
Name, Committee
Name, Committee
Name, Dean
Name, SCE Director