



AIP Research Paper Guidelines

The AIP *research component* is a critical part of the AIP experience that requires you to integrate the internship with your academic studies. The purpose of the research paper is to encourage you to think *critically* and write *analytically* about the relationship between theory and practice. A passing grade on the research paper is required to receive a “Pass” for AIP 197.

The research paper topic:

The academic paper is written independently under the supervision of a faculty advisor. The research paper topic and bibliography must be formulated in consultation with the faculty advisor. *It is expected that students will arrange to meet with the faculty advisor a minimum of three times during the quarter to discuss progress on the research paper and internship.*

All research papers must contain substantive academic content with a strong analytical focus. Your AIP research paper must:

- **Address a question or topic that relates to some aspect of your internship**, e.g., the industry, organization, profession, practices, populations served, techniques used, etc.
- **Apply the disciplinary lens of your major or minor.** What kinds of questions might a sociologist, biologist, economist, artist, etc., ask in relation to your internship field?
- **Incorporate outside readings/sources related to the topic.** Your paper must reference scholarly books, articles, or other sources that establish a framework for your approach and/or support arguments made. Reputable websites may be used, but should not be the only source of information. Wikipedia is not a scholarly source.
- **Incorporate data and/or observations from the internship relevant to the paper topic.** Be mindful of any confidentiality issues related to the use of organizational data. If in doubt, ask.
- **Take an analytical approach.** Avoid merely summarizing internship experiences or asserting personal opinions unsupported by data or research.
- **Follow the writing and citation style standard for your discipline** (APA, MLA, etc.). If unsure which style is appropriate, check with your faculty advisor.

The project option:

In some cases, students submit a project in lieu of the standard research paper. Project ideas must be developed in consultation with your faculty advisor and clearly described on the Special Studies Form. Projects vary greatly depending on the discipline and internship and are approved by the faculty advisor on a case-by-case basis. Some general guidelines include:

- The project must incorporate original thought and effort beyond the duties of your internship; the internship itself does not constitute a project.
- The effort and amount of work required for a project should be equivalent to that required for the research paper.
- The project must incorporate the use of skills and/or knowledge relevant to your internship.
- If the project does not already include a significant written component, it must be accompanied by a written analysis, with particulars identified by your faculty advisor.
- Outside research/sources must be utilized and cited.

Project Examples:

- A Political Science major interning on a political campaign might create an in-depth, hypothetical campaign strategy for a fictitious candidate. The project would be supported and guided by outside research/sources and accompanied by a written analysis comparing/contrasting the fictitious campaign with what was observed at the internship.
- A Visual Arts: Media major interning with a local television station could produce a brief video documentary on a local issue. The accompanying paper might analyze the intention and impact of production techniques used, and how these were informed by the internship experience.

Paper length and formatting:

All written work must be standard 12-point font, one-inch margins, double spaced. A separate bibliography page must be included.

2 UNITS

- 5-6 page analytical research paper. The 2-unit option is **ONLY** available in summer, and for use with predetermined AIP special programs.

4 UNITS

- Minimum of 10-page analytical research paper OR equivalent project with minimum 3-4 page written analysis

8 UNITS

- Minimum of 20-page analytical research paper OR equivalent project with minimum 6-8 page written analysis

12 UNITS

- Minimum of 30-page analytical research paper OR equivalent project with minimum 10-12 page written analysis

Writing guidelines:

The academic internship paper is **analytical** rather than descriptive and must reflect the following:

- A clear thesis
- Integration of thesis with critical reflection on the internship experience. What happens in the organization or industry and what does it mean for the critical questions you are asking?
- Fully developed ideas and clearly articulated connections when you shift between ideas
- Strong argumentation and organization
- Avoidance of unsubstantiated claims
- Synthesis – make sure everything comes together

On your Special Studies Form:

1. Provide a brief synopsis of the paper topic or project.
2. Identify 2-3 sources you intend to use.
3. Verify that all information and signatures on the form are complete.

Changing your paper topic:

If, during the course of your internship, you wish to change your paper topic or project, you may do so with the approval of your faculty advisor. Submit faculty approval of the new topic or project to AIP no later than 2 weeks prior to the deadline. Your faculty advisor may email your AIP counselor with a brief description of the new topic or project and his/her approval.

Your research paper grade:

Submit your completed research paper *to AIP via www.turnitin.com AND to your faculty advisor* prior to the deadline. AIP will collect a grade for the research paper directly from your faculty advisor. Incompletes will not be issued for the purpose of doing further work on the research paper, so it is highly recommended that you submit a draft to your faculty advisor prior to the final deadline to ensure you are on track.

Academic integrity:

All suspicions of academic misconduct will be reported to the Academic Integrity Office according to university policy. AIP papers will be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Your Turnitin Originality Report may be shared with your faculty advisor.