

## **BSCI 40192 Internship in Biological Sciences (3-12 hours)**

### **Course Syllabus**

Work experience and training in the biological sciences under the supervision of appropriate personnel in a governmental agency, nonprofit organization, or business.

#### ***Prerequisites:***

- *18 hours of biology courses completed*
- *2.75 minimum GPA in biology courses*
- ***Initial departmental permission from the internship coordinator (Undergraduate Coordinator)***
- *A maximum of 4 credit hours can count toward BSCI degrees as upper-division elective hours.*

#### ***Procedure***

- 1) **Students wishing to enroll in BSCI 40192 must meet with the Undergraduate Coordinator initially to discuss the proposed internship.** Student identifies the internship partner. The responsibility to obtain the position lies with the student. The internship should involve work experience or professional training in the biological sciences. The internship should provide an opportunity for the student to make a meaningful link between academic course work and the work or field environment.

Internship announcements are posted on bulletin boards in the Department of Biological Sciences web page and in a 3- ring notebook in the departmental office. The Career Services Office may also provide information about internships. Students are expected to provide the employer with a complete resume outlining professional objectives, educational background, lab or field experience, extracurricular experience, other interests, and references.

- 2) After obtaining verbal approval of the work supervisor, (or assigned Faculty Instructor) well in advance of the employment period and in advance of the pre-registration for the semester in which the field work will be completed. During this conference, the student will provide information about the proposed work experience and will describe how the internship compliments his or her career goal. The Undergraduate Coordinator will describe the requirements and expectations for the course.
- 3) It is expected that the internship will provide the student with an entry level professional experience. The work should involve activities that include data collection, data analysis or the application of knowledge. The internship should allow the student to apply their academic training. Clerical work such as filing, answering the phone, *etc.* or lab work such as dish washing or routine cleaning, *etc.* will not be considered for internship work.

**Students cannot receive credit for work performed in the past.** However, credit may be given if a current job is continued and all other internship requirements are met.

- 4) Student and supervisor must outline the work experience and the number of hours to be worked. The student is required to work 45 hours for each one hour of academic credit. For example: 3 hours of credit is equivalent to 135 hours; in a 15 week semester, a student must work an average of at least 9 hours per week. For three credit hours in a five-week summer session, a student must work at least 27 hours per week.

Three to four hours of internship credit may be counted as elective hours in Biological Sciences majors. Additional hours may count toward fulfillment of the university's requirement in upper division hours. However, students should be aware that there is a limit of 16 hours of nontraditional course work (internships, workshops, independent investigations, *etc.*)

- 5) Student and supervisor sign an “Internship Application and Agreement of Responsibility.” Students submit the application form and attach a 2-3 page proposal indicating what they will expect to gain from the internship. Students indicate what they will be doing and how the student’s job fits in with other functions of the agency, organization, or business.
- 6) Internship plans are reviewed and approved by the Undergraduate Coordinator with input from the Assistant Chair or an appointed faculty member as needed. Students must inform the Undergraduate Coordinator if there are any changes in the nature of the work experience, including changes in the type of work or in the number of hours to be worked.
- 7) Students will keep a **daily journal** detailing experiences. The journal entries shall include date and time of each work session, tasks performed, techniques learned, interesting experiences, general observations, experimental results, *etc.* In other words, the journal must be a detailed account of your internship experience on a day-by-day basis. Electronic copies would be preferred.
- 8) **At midterm** submit to the Undergraduate Coordinator (or assigned Faculty instructor) a brief summary of the experience so far and of the journal or the original journal must be submitted by the student. The summary should outline training to that point and should be modeled on the format of the final report. A digital copy of the Summary and Journal is preferred.

The employer or supervisor will be sent a short midterm evaluation at midterm.

- 9) A digital or paper copy of the final report of the internship experience and of the journal must be submitted to the Undergraduate Coordinator by the **last formal day of instruction**. The final report should discuss the internship experience and relate it to the student’s academic courses. The report should summarize the entire process from learning about the internship to the student’s final contribution to the employer. It should include a discussion of the organization’s structure and mission. A final report outline with suggested items and questions to be discussed is available. Such detail cannot be done in a page and a half. A minimum of 2-3 pages for every credit hour for which you have enrolled will be expected. This requirement is to make sure you understand the nature of the occupation which you are considering.
- 10) **A final written evaluation** will be sent to the supervisor. The final written evaluations must be signed and returned by the supervisor. It is your responsibility to assure that your supervisor has returned the evaluation.
- 11) The final grade is determined solely by the Undergraduate Coordinator with input as needed from the Assistant Chair or an appointed faculty member. This determination is based on the quality of written reports and the evaluation of the internship supervisor. The emphasis in grading will be:

Proposal (10%), Midterm Summary and Journal (25%), Final Report and Journal (25%), and Evaluation of Supervisor (40%).

## Checklist: BSCI 40192 Internship in Biological Sciences (3-12 hours)

- Make sure that you meet the prerequisites: *18 hours of biology; 2.75 minimum GPA in your biology major; permission of your faculty advisor for your major.*
- Meet with the Department of Biological Sciences Undergraduate Coordinator to discuss the internship and to receive preliminary approval.**
- Meet with the internship supervisor and discuss the nature, requirements, and procedures for the internship. Review the requirements of the Department of Biological Sciences and those of the host organization or business. Agree on internship requirements.
- Complete the Internship Application and Agreement of Responsibility, which includes the Internship Proposal.
- Read and sign the "Hold Harmless Agreement". Turn all completed forms into the Undergraduate Coordinator for final approval. Secretary will be responsible for registering student unless otherwise noted.
- If necessary, inform the Undergraduate Coordinator if there are any changes in the nature of the work experience, including changes in the type of work or in the number of hours to be worked.*
- Keep a keep a daily journal detailing experiences. The journal entries shall include date and time of each work session, tasks performed, techniques learned, interesting experiences, general observations, experimental results, etc.
- At midterm, submit a brief written summary of experience and a copy of the journal to the Undergraduate Coordinator (or assigned Faculty instructor). The summary should outline training to that point and reflect the requirements for the final paper.
- The Department will send a midterm evaluation form to the supervisor for his or her signature. Submit to the Undergraduate Coordinator.
- A digital or paper copy of the final report of the internship experience and a copy of the journal must be submitted to the Undergraduate Coordinator by the **last formal day of instruction**.

The final report should:

- Summarize the entire process from learning about the internship to the student's final contribution to the employer.
- Include a discussion of the organization's structure and mission.
- Discuss the internship experience and relate it to your academic courses and career goals.

*A minimum of 2-3 pages for every credit hour for which you have enrolled will be expected.*

- A final written evaluation by the supervisor must be signed and submitted in a sealed envelope to the Undergraduate Coordinator before the last day of classes.

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Work experience and training in the biological sciences under the supervision of appropriate personnel in a governmental agency, nonprofit organization, or business.

### Prerequisites:

- 18 hours of biology courses completed
- 2.75 minimum GPA in biology courses
- Departmental permission from the Undergraduate Coordinator for the initial proposal
- A maximum of 4 credit hours can count toward BSCI degrees as upper-division elective hours.

Credit Hours in Major: \_\_\_\_\_

Average GPA: \_\_\_\_\_ Major GPA \_\_\_\_\_

## Internship Application and Agreement of Responsibility

Year: \_\_\_\_\_

Semester (check one): FALL  SPRING  SUMMER I  SUMMER II  SUMMER III

Name: \_\_\_\_\_ Banner Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Credit Hours Requested: \_\_\_\_\_ Biology CrHr: \_\_\_\_\_(Max 4) KSU CrHr: \_\_\_\_\_ (Max 12)

Note: 45 hours of work is required for every one semester hour of academic credit. For example: 3 hours of credit is equivalent to 135 hours; in a 15 week semester, a student must work an average of at least 9 hours per week. For three credit hours in a five-week summer session, a student must work at least 27 hours per week.

**To the Supervisor:** The internship should involve work experience or professional training in the biological sciences. The internship should provide an opportunity for the student to make a meaningful link between academic course work and the work or field environment. It is expected that the internship will provide the student with an entry level professional experience. The work should involve activities that include data collection, data analysis or the application of knowledge.

Internship Supervisor's Name (please print): \_\_\_\_\_

Internship location including complete address and phone number (you must include a complete address and email for your supervisor):

**Internship plans:** Attach a 2-3 page proposal indicating what you will expect to gain from the internship. Indicate, in some detail what you will be doing and how the job fits in with other functions of the agency, organization, or business. Indicate how many hours you expect to work per week.

### Signatures:

\_\_\_\_\_  
Student Date \_\_\_\_\_

\_\_\_\_\_  
Internship Supervisor Date \_\_\_\_\_

\_\_\_\_\_  
Faculty Advisor or Designated Faculty Member Date \_\_\_\_\_

\_\_\_\_\_  
Undergraduate Coordinator Date \_\_\_\_\_

# HOLD HARMLESS AGREEMENT

## Department of Biological Sciences BSCI 40192 Internship in Biological Sciences

The internship course helps students obtain work experience and training in the biological sciences under the supervision of appropriate personnel in a governmental agency, nonprofit organization, or business. Because we cannot assume responsibility for the various persons and agencies which may provide internships, we ask that you adhere to the following terms and conditions of participation in the internship course. Your dated and witnessed signature indicates that you understand and agree to these terms and conditions. July 27, 2004.

Agreement/Release

WHEREAS, I \_\_\_\_\_  
am a student registered for and desire to participate in a Kent State University Department of Biological Sciences Internship in Biology to be conducted at herein after referred to as "Internship" and

WHEREAS, this Internship has been organized by the Department of Biological Sciences, Kent State University, Kent Ohio 44242-0001 and is coordinated by Professor

\_\_\_\_\_ a member  
of the faculty of the Department of Biological Sciences; and

WHEREAS, I understand and agree that there are risks to my person and property and to the person and property of other associated with my participation in this Internship; and

WHEREAS, I understand and agree that *my* participation in this Internship is completely voluntary; and

WHEREAS, I understand and agree that Kent State University does not provide any insurance coverage for any injury or damage to my person and property nor for injury or damages to the person and property of others while participating in this Internship; and

WHEREAS, I understand and agree that any arrangement for remuneration or insurance coverage is strictly between myself and the organization providing this Internship.

NOW, THEREFORE, I \_\_\_\_\_  
the undersigned, being 18 years of age or older and therefore an adult according to the laws of the State of Ohio, in consideration of the educational advantages and opportunities afforded me by my participation in this Internship, agree to hold Professor

\_\_\_\_\_ a member of the faculty of the Department of Biological Sciences and coordinator of this Internship Kent State University; its Board of Trustees; officers and employees harmless for any direct, indirect, special or consequential damages which I may incur or be held liable for as a result of *my participation in this* internship, *even* if such damages are a result of the negligence of one of these persons or agencies. This agreement shall be binding on my heirs, guardians, beneficiaries and assigns.

\_\_\_\_\_  
Your Name Printed

\_\_\_\_\_  
Place of Internship

\_\_\_\_\_  
Semester Enrolled

\_\_\_\_\_  
Year

FURTHERMORE, I agree to accept full and total responsibility for my actions at all times while a participant in the above described Internship.

I have read the above terms and conditions of this Hold Harmless Agreement and I understand and agree to the terms and conditions of this agreement.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Your Name Printed

\_\_\_\_\_  
Your Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone E-mail

\_\_\_\_\_  
Witnessed by (Signature) This cannot be the Internship Coordinator.

\_\_\_\_\_  
Witness Name Printed

\_\_\_\_\_  
Witness Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Date