

INTERNSHIP POLICIES AND PROCEDURES

Internships provide you with supervised practical experience working in a professional setting outside the classroom. You earn internship credit (S/U only) under BIOL 4890, Biology Internship. If you are a Biology major, you are allowed to apply up to three (3) hours of internship credit toward a Biology major. Additional hours count toward graduation credits, not toward biology hours. More than one internship may be taken.

An internship is a structured experience, which must demonstrate educational value. You must complete an internship application prior to or at the start of your internship and the application must be signed by your faculty advisor. When your application is turned in, the department will assign you a BIOL 4890 section number and register you for the course.

You earn credit when: the internship is completed, the supervisor's evaluation has been submitted, and all required reports and the portfolio are approved by the faculty advisor. A log of hours worked must also be kept.

BASIC PRINCIPLES AND PROCEDURES FOR INTERNSHIPS

1. For each hour of internship credit you earn you are required to complete a minimum of 45 hours of work. You generally earn credit in the semester you complete the internship, but with prior approval it may be granted in the following term, especially if an internship extends over two terms. Credit for summer internships is routinely granted in the following fall semester, unless you are enrolled in other classes and wish to carry the credit in the summer.
2. You are encouraged to intern for an entire term, but other arrangements can be made with approval in advance from your faculty advisor.
3. Your assigned faculty advisor is the preferred advisor for your internship experience, but in consultation with your faculty advisor, you may decide to ask someone else to advise an internship in his or her specialized field of experience.
4. Your professional supervisor will guide you on the job and maintain appropriate contact with your advisor. The department sends an evaluation form to your supervisor near the end of your internship.
5. You are expected to provide regular, written reports to your faculty advisors. Together with your advisor, you will need to determine whether such reports will be due at the end of each month, twice a semester, or once at mid-semester. You must turn in a detailed final report and portfolio or clipbook of your work at the end of the internship.
6. The Department encourages you to seek paid internships. In other circumstances, you may be paid for your expenses, or serve voluntarily, depending on the standard practice of the organization.

THE FINAL WRITTEN REPORT & PORTFOLIO/JOURNAL

To receive credit for your internship you must turn in a detailed written report of your experience along with samples of the work you completed--the portfolio/journal. Some faculty advisors may ask you to make appointments to meet with them to submit your report. Your report is due the Monday of the week before finals in the semester in which you are receiving credit. Both hardcopy (one) and digital copy (as .pdf) of your report are required.

Your report should be factual, well organized, carefully written, thoroughly proofread, and it should follow these general guidelines:

- § Spell check the final report.
- § Include a title page with your name, the name of the organization you interned with, the dates you worked, the name and title of your supervisor on job, the name of your faculty supervisor, and the date you are submitting the report.
- § Include a complete table of contents with page designations and a list of any appendices.
- § The body of your report should be at least five (5) pages long and include:
 1. A concise profile of the organization and its function in the community served or special publics with which it interacts. Describe briefly the organization's policies and staff or departmental organization as these apply to your job.
 2. A description of your job, including detailed discussion of your duties, the tasks you completed, what you learned from the experience, the nature and quality of supervision you received. Be candid about problems encountered, if and how they were overcome. Highlight what you believe were your major learning outcomes. Your discussion may be organized chronologically (perhaps in weekly segments) or under primary ongoing categories of activities.
 3. Internship Reflection: Use your journals to critically assess the extent to which the internship met your academic, professional, personal, and civic goals. Also include an objective assessment of the agency, organization, or company, and the Internship Supervisor.
 4. Samples of any work you contributed to the agency, organization, or company (this section could also include reports, photographs, lesson plans, memos, letters, etc.).
- § Where appropriate you may choose to present your work in a binder.

See Biological Sciences advisors for more materials and application information.