



BIO 489: Internship Syllabus

Course Instructor: TBD

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Required Course Materials

- Laptop
- Specific clothing or gear may be required depending on placement (closed-toed shoes, wristwatch, etc). You will be notified ahead of time of any clothing or supply requirements.

Required Readings: Specific readings related to internship country and placement area will be assigned a few weeks prior to arrival.

Credit Per Hour: Every 40 internship hours=1 credit hour

Course Attendance Policy: Full participation for the entirety of the experience is mandatory.

Course Description

Internships are off-campus experiential learning activities designed to provide students with opportunities to make connections between the theory and practice of academic study and the practical application of that study in a professional work environment. Internships offer the opportunity to “try out” a career while gaining relevant experience and professional connections. Internships are completed under the guidance of an on-site supervisor or supervisors. Interns will have the chance to gain relevant work experience, learn about their project site, ask questions, and build an understanding of how the project site functions as a whole. They will be asked to reflect on their observations.

Importantly, internships abroad provide a student the opportunity to live and work within another culture. Culture shock is a very real thing. Interns may face challenges of cultural differences, including cultural norms around time, schedule, animal care, communication, and directness. Interns are asked to reflect on these differences while realizing that their goal is to learn from their hosts within their host culture.

Course Objectives

- An understanding of how past coursework ties to professional careers of interest
- Gain insight into a possible career path of interest while learning about the industry in which the organization resides, organizational structure, and roles and responsibilities within that structure.
- Develop professional connections and identify a strategy for maintaining those connections
- Reflection on internship abroad, including:
 - Cultural differences in the workplace
 - Cultural differences in communication
 - Insight into what parts of one’s own beliefs or habits may be informed strongly by culture
 - Understanding of the relationship between culture and workplace environment
- Reflection on the internship experiences, including:
 - Ability to articulate what was learned and how it will be apply to your professional career goals
 - Identification of professions that may be of interest as a result of this experience

- Identification of additional skills that will need to be developed to ensure career readiness. This might include learning a new technology, developing a broader network, additional coursework, etc.

Student Statement

The student will append, to their internship contract, a statement of at least 250 words which explains how this internship contributes to their academic and career goals.

Internship Job Description

Internships will offer approximately 35-40 hours per week for the intern at a placement project or combination of placement projects. The intern's role may vary but will include the opportunity to work on-site at the project and learn from a supervisor or supervisors about the various roles in the organization, the organization's mission and objectives, and how the organization functions.

Internship Evaluation

The internship supervisor will complete an evaluation of the intern (see attached document). This evaluation will be an opportunity for the supervisor to share the ways in which the intern has grown in their position. Please note that a significant portion of this evaluation relates to the intern's attitude and demeanor relating to others in the workplace, being flexible, taking directions, and asking for support when needed. These are valuable workplace skills that may be hard to build in a classroom and are an important part of internships. In addition, as the intern is a representative for their university, for CELA, and for their country, it is important that they behave in a way that is professional and culturally respectful.

In addition, the intern will be evaluated on their ability to complete the tasks which they are assigned and to contribute to the organization's goals.

Course Requirements and Documentation of Internship Activity

Assignment	Description	Due Date/Time	Points
Daily reflections	Write down your experiences and identify skills being developed by writing in a daily journal or blog.	(weekly on Sundays)	10
Conduct an informational interview	Conduct an informational interview with an individual at your organization other than your site supervisor to explore a profession of interest and summarize your findings.	(end of program)	10
Midterm assignment	Identify what you have learned to date and how this will be relevant to your career goals. Establish goals for the remainder of your internship and actions to achieve those goals.	(after middle program week)	10

Final assignment	Analyze your internship experience, reflecting on lessons learned and how your education prepared you for the internship. Address whether the profession you learned about is still of interest (why or why not) and actions you will need to take to effectively pursue your chosen career.	(final program day)	10
Submit an updated resume	Add details about your experience including new skills developed and results obtained during the internship.	(final program day)	10
Supervisor's assessment of student	Should be submitted directly from the site supervisor to the faculty sponsor	(final program day)	50

Note that some completed assignments may become a permanent part of departmental and/or school records which other faculty and staff may read as part of the ongoing process of assessment.

Grading Process and Criteria

Assignments will be graded based on satisfactory completion of each by the deadlines.

Total points available for all aspects of internship is 100 points. The final letter grade for the class will be based on the number of points earned in total on the above assignments and assessments.

Roles & Responsibilities

Intern

- Communication with site supervisor regarding course objectives and site supervisor deliverables
- Adheres to professional work standards including: regular attendance, punctuality, working within agreed upon hours, wearing appropriate attire as stated by the organization, and abiding by all code of conduct policies
- Completion of agreed upon course assignments while meeting professional work obligations
- Notify CELA if in need of assistance or if uncomfortable in internship environment

Site Supervisor

- Provide site information including employee handbook and any code of conduct information
- Set forth expectations for the work to be completed and associated timelines
- Establish preferred method and frequency of communication with intern
- Identify opportunities for intern to meet learning objectives
- Introduce intern to key people (other staff, vendors, managers) who can assist intern with their professional development and become part of their network
- Oversee work
- Conduct evaluation(s) and share performance feedback and skills development needs with intern



Supervisor Evaluation of Internship

	Always (4)	Almost Always (3)	Sometimes (2)	Never (1)
Quality of Work Intern completes all work-related tasks carefully and efficiently				
Dependability Intern attends required sessions and is punctual, prepared and focused				
Initiative and Creativity Intern can solve problems independently, thinks outside the box and actively seeks out growth in their role				
Character Intern responds well to supervision and functions well as part of a team				
Organization Fit Intern understands and actively supports the organization's mission, culture and goals				

Overall Score: _____

Comments: _____
