

COURSE OUTLINE

BIO 495 Undergraduate Internship in Biology 1-4 Hr.

The undergraduate internship in Biology is an in-depth work experience in the student's area of interest performed under a trained professional in the selected area of Biology for 6 to 24 weeks. The purpose of the internship is for the student to apply theories, concepts and skills acquired in the classroom and to obtain practical experience in his/her area of interest.

Credit Hours: Variable (1-4)

I. Student Requirements and Responsibilities

A. The student must have junior standing before being eligible for the internship program. The student must have earned a minimum of a 3.0 grade average in Biology (based on 4.0 system) and have completed 20 hours in Biology

B. The student will contact an appropriate CMU Biology Internship Advisor (henceforth called the Advisor) **in advance** to define the internship program and must complete the internship proposal and provide an unofficial transcript contract **prior to registration**. *Internship credit may not be earned for previous experiences.*

C. The student must submit a formal internship proposal of his/her Advisor. This proposal should include a discussion of the student's purposed work and rationale for doing the work, how this work related to the student's purposed work and rationale for doing the work, how this work relates to the student's area of interest, a discussion of the student's responsibilities and a description of the internship time frame (weekly schedule of activities and procedures).

D. Following evaluation of the internship proposal by the Advisor and in consultation with a representative of the industry of government agency (henceforth called the Site Supervisor), an Internship Agreement shall be drawn up and approved by the student, Advisor, Site Supervisor and CMU Biology Department Chairperson. A copy of this agreement must be filed with the Department of Biology.

E. At the conclusion of the internship, the student will submit a final internship paper and journal of daily activities. This should include a summary analysis of the work experience and should include a discussion of work experience (including strengths and weaknesses of this experience), data collected and analysis of said data and how this experience will help the student in the future. Appendices may be included at the discretion of the student. The paper and journal will be evaluated by the Advisor (with possible consultation with the Site Supervisor). A copy of the paper and journal must be filed with the Department of Biology.

F. The student's grade will be based on the following: Internship paper and daily journal, worth 40%, and performance evaluation by Site Supervisor in consultation with the Advisor, worth 60%.

II. Site Supervisor Responsibilities

A. The Site Supervisor will consult with the Advisor and student prior to the student's creation and submission of the internship proposal.

B. The Site Supervisor will evaluate the proposal, and if agreeable, approve an internship agreement. This will be based on whether the internship will meet the interests and/or needs of the company or agency. Reimbursement will be up to the agency. The university will not be liable or involved in the salary issue.

C. The Site Supervisor will guide and train the student in the appropriate duties as the internship proceeds, at the industry or government agency site. If possible, the site supervisor will meet with the advisor at least once during the internship period.

D. The Site Supervisor may consult with the Advisor in evaluating the final internship paper and journal and will submit a written evaluation of the student's performance to the Advisor.

III. Advisor Responsibilities

A. The Advisor will act as liaison between the student and the Site Supervisor and ensure that an internship proposal is prepared in a timely fashion. In consultation with the student the Advisor will determine the appropriate number of credit hours for which the student will enroll for this internship and, in consultation with the Site Supervisor, help complete the internship agreement.

B. The Advisor will monitor the internship contract and make sure that the contract is fulfilled to all the parties involved. If possible, the Advisor will have at least one joint meeting with the student and the Site Supervisor during the internship period.

C. The Advisor will evaluate the student's final internship paper and journal and will assign the student a grade based 40% upon this paper and journal and 60% upon the performance evaluation provided by, and in consultation with, The Site Supervisor.

Central Michigan University Department of Biology Internship Agreement

_____ at _____
(Industry/Government Agency) (Location)

accepts the intern _____ for the time period of _____ to _____
(Student Name) (Begin Date) (End Date)

full time, part time. This internship will be supervised by _____
(Site Supervisor)

who will be responsible for the daily supervision of the students as well as for providing a written evaluation at the conclusion of the internship. The student will, will not be

paid. The reimbursement is to be at the rate of _____/hour for _____ hours week.

Other reimbursement will include: _____

_____.

If necessary, note any special arrangements for addressing classified information in

internship paper and/or journal. _____

_____.

____ Approved proposal on file in Biology Department

____ Unofficial transcripts attached

Final grading and evaluation will be performed by the students' Advisor after consultation with the Site Supervisor.

The above conditions are acceptable. Substantive changes will be agreed upon in writing and signed by those members designated below.

_____ Dated: _____
Student

_____ Dated: _____
Site Supervisor

_____ Dated: _____
Advisor

_____ Dated: _____
Biology Chairperson

Return to Biology Department , Brooks Hall 217, Central Michigan University, Mt Pleasant, MI 48859

Central Michigan University
Biology Internship
Supervisor's Evaluation of Intern

Name of Intern: _____

Date: _____

In order to assess your intern's performance, we are asking you to complete the following evaluation by circling the numbers to the right of the questions below. We would like to have some indication about how effectively the intern worked to develop skills while on the job. If you have additional comments, please include them on the back of this form.

Please return this form to: Biology Chairperson
 Brooks Hall 217
 Central Michigan University
 Mt. Pleasant MI 48859

		Completely	Usually	Somewhat	Never
1.	Did the intern successfully complete assignments?	4	3	2	1
2.	Did the intern exhibit interest in assigned work?	4	3	2	1
3.	Did the intern satisfactorily communicate with you about assigned work?	4	3	2	1
4.	Did the intern represent you well in contact with others?	4	3	2	1

5.	Did the intern represent your initiative when the occasion demanded it?	4	3	2	1
6.	Did the intern effectively utilize your time and his/her own?	4	3	2	1
7.	Was the intern's behavior appropriate for your office?	4	3	2	1
8.	Was the intern well organized?	4	3	2	1
9.	Was the internship helpful to your organization?	4	3	2	1