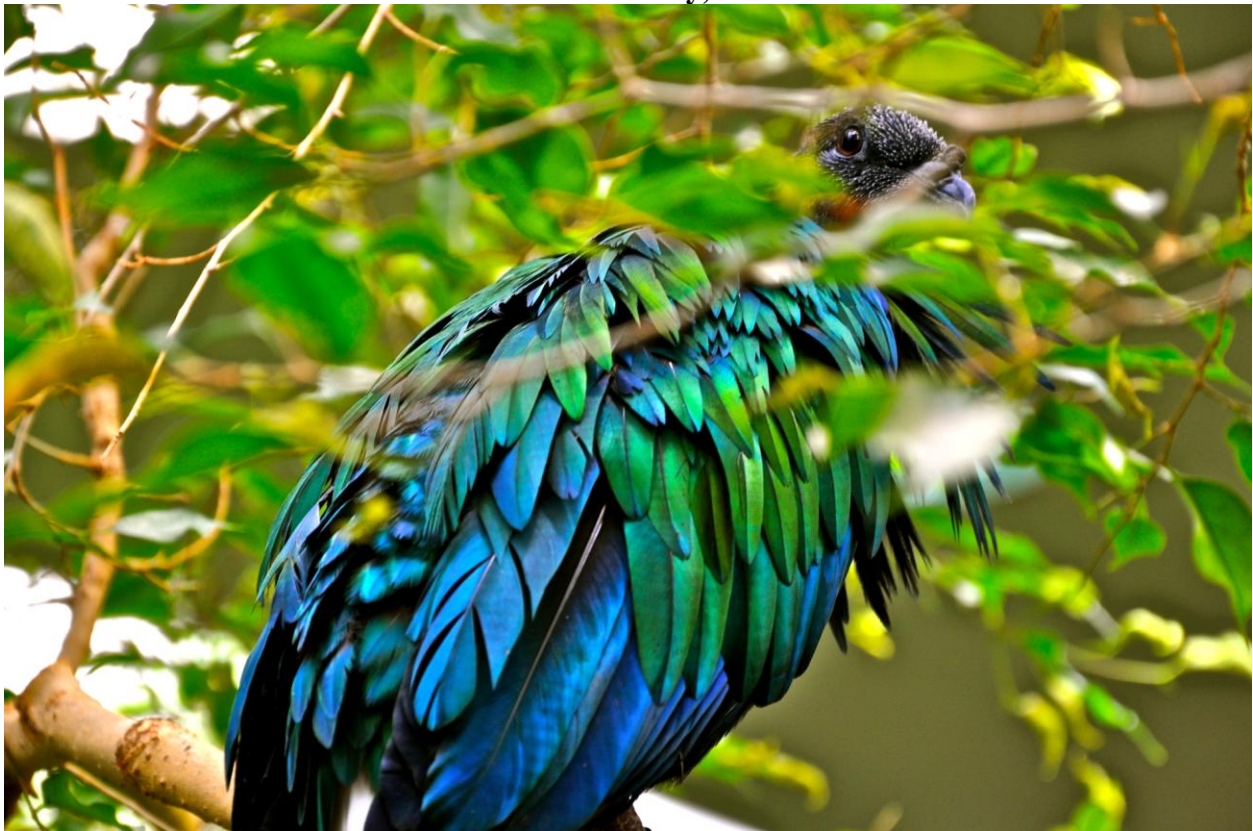


INTERNSHIP PROGRAM
DEPARTMENT OF BIOLOGICAL SCIENCES



Revised January, 2013



Introduction

The Department of Biological Sciences offers a broad, integrated, and in-depth approach to the life sciences. Departmental requirements consist of a balanced core of courses selected from several subject areas, combined with elective courses from the Department of Biology and other life science departments such as Anatomy & Physiology and Biochemistry & Molecular Biology. Several options are available to students. The programs of study accommodate students with such differing interests and objectives as graduate work in molecular biology, laboratory work in microbiology, or field work in ecology, for example. Programs also can serve as preprofessional preparation for medical, dental, veterinary or physical therapy sciences.

The internship provides experiences unavailable in the classroom, and allows students to be exposed to science research and techniques outside the Department of Biological Sciences and Wright State University. As the student, you can decide what areas of biology you would like to explore and gain valuable experience.

Goal and Objectives

The goal of the internship program is to provide a practical work experience for students enrolled in the Department of Biological Sciences and pursuing a baccalaureate degree. Students can use their internship as life science electives within their curriculum. The experience you receive during your internship will:

- Sharpen your skills by giving you the opportunity to apply already developed knowledge of principles, methods and practices with the biological sciences;
- Prepare you for continuing study by providing a better understanding of the relevance that the course work has to real-world situations;
- Afford your sponsoring institution an opportunity to train you and other students, gain use of your skills on a short term basis, and evaluate your future potential for long-term employment after graduation; and
- Promote a close working partnership between the University, Department of Biological Sciences and scientists in private, industrial and governmental sectors.

Types of Intern Programs

The intern experience is relatively flexible. The specifics of your internship will depend on your specific interest, matching those interests with an employer, and satisfying the program criteria. You may spend your entire internship with one institution in a single or multi-faceted approach or you may work with various institutions in a multi-program approach.

Requirements

University criteria:

1. Internship consists of 3-4 hours of work per week for every credit registered. Therefore, if a student is registered for 5 credits of internship (BIO 4900) s/he is required to perform 15 - 20 hours of work for each week of the semester. The number of hours worked per week, and the salary earned, are negotiated by agreement between you and the employer. Typically, employers understand that students have multiple responsibilities, and are flexible about when students put in their time.
2. Intern program will be overseen by a WSU faculty member.
3. Students must have a 2.5 cumulative grade point average.
4. Students must have already completed the departmental core courses or be in senior-standing

Employer criteria:

1. Employers must have a qualified mentor or supervisor willing to guide and oversee the student's internship.
2. The qualified mentor or supervisor will be required to review and sign intern weekly activity reports generated by the student

Operation

The program requires coordination between you, the student, the Department of Biological Sciences, the Academic Advisor, WSU Office of Career Services, and the potential employer. You are invited to speak to an advisor in the Department of Biological Sciences, or staff at Career Services to get a fuller understanding of how the program operates.

Summer is often the semester chosen for an internship. However, you have the option to select a non-summer internship. Regardless of the term that you will work on your internship, you should begin the process 6 months in advance.

There are two ways of arranging an internship. First, you can take your own initiative and present your selected internship to the advisor in the Department of Biological Sciences for approval. A second way is to use Career Services. For immediate assistance in your job search, utilize *The Wright Search* resume posting and referral program maintained by Career Services. Many employers use *The Wright Search* and Career Services to connect with the Department of Biological Sciences. *The Wright Search* allows employers to view your resume directly on the Web. It also allows you to view job openings on the Web and track who has reviewed your resume. You can sign up, in advance, for on-campus interviews via *The Wright Search*. To get more information about *The Wright Search*, contact Career Services (E344 Student Union – 937-775-2556) and complete the required paperwork. Career Services will provide students with resume development and updating, job search correspondence, interviewing, salary negotiations and job search strategies.

Students who are fulfilling their required internship register through the Department of Biological Sciences Advisor's office. Students who work in jobs related to their major after their internship is completed can register for the no fee, non-credited cooperative education option through Career Services. Recognition for co-op is noted on the academic transcript. Contact Career Services for more information.

Whichever route you take when procuring an internship, the internship site needs to give you a suitable experience in the biological sciences. To ensure this, your internship organization must designate a supervisor from its staff to act as your mentor, instructing and advising you during your entire period with them.

On your part, you should acquaint your supervisor with the relevant courses you have completed and your particular interests. In turn, the supervisor should familiarize you with personnel, organization, resources, and office procedures. A carefully planned orientation period at the outset can provide an easy adjustment and smooth working relationship between all parties, and greatly aid you in identifying the general roles and responsibilities for work at the site.

In varying degrees, work assignments will attempt to accommodate your interests, but you must recognize that the field institution must carry on with its normal work routine. We hope that Wright State University's objectives for field training can be met with no disruption to regular program undertaking and that your participation will further help the institution accomplish its goals.

A department faculty member is available to visit the institution for the purpose of helping the supervisors and students plan activities and assess the progress of the experience.

Reports

You are required to submit (mail or fax) activity reports during each week of the internship to the Biology office. These reports summarize your daily activities and must be signed by your supervisor.

In addition, you must prepare a complete written report of your entire field experience, including a personal assessment of its value toward career development. The final field report should generally adhere to the report outline given below. In addition, you must present a verbal report of all or portions of your internship to your WSU faculty advisor.

Your final grade will require:

1. satisfactory completion of your project report
2. documentation that you worked 3-4 hours for every credit registered
3. positive evaluation from your supervisor

Evaluation

The supervisor, acting as your mentor, has the primary responsibility for evaluating your performance during the entire period of field placement. A department evaluation form is provided for this purpose, but we invite additional information on the student or the program generally.

Intern Project Report

The project is to be a worthwhile effort to effectively study a “real world” problem that needs solution by the institution or which provides it with further beneficial information. The report will further develop the student’s ability to handle a special problem and how to prepare a well-written and documented report.

The title of the project and the assignment is to be determined between the student, the supervisor and the Department of Biological Sciences (faculty advisor).

You are expected to develop a comprehensive outline of the project and present it to your supervisor for review. The project may focus on one focused study or a combination of several biological studies. The corrected outline is then submitted to the Department of Biological Sciences for evaluation and review. We strongly encourage you begin this process within the first few weeks of your internship.

The special project report should have the following format:

1. Title page: Name of project, name of institution, name of WSU faculty advisor, name of student, and date.
2. Table of contents with page numbers
3. One half to one page abstract. Briefly summarize your project by providing some background material, methods, results and conclusions.
4. Background/Introduction: information on why the institutions activity in this subject area is required; background information on your specific area of study; objectives or purpose of the study should be addressed.
5. Materials & Methods: must include a detailed description of the methods used.
6. Results: including data tabulations and analysis, followed by a summary of what the data shows.
7. Discussion/Conclusions: what did you draw from your results; what are some future projects to be explored
8. Literature Cited: this should include citations to relevant scientific literature and regulations.
9. Appendix: include recipes, maps, diagrams, etc.

Depending on the number of credits registered, the WSU faculty advisor will determine the length of the final project report to be expected. A draft of the report must be submitted to the WSU faculty advisor two weeks before the end of the semester.

Intern Weekly Activities

Department of Biological Sciences

235A BS
 Wright State University
 3640 Colonel Glenn Hwy
 Dayton, OH 45435-0001

Phone: 937-775-2655
 FAX: 937-775-3320

Name: _____ Date: _____

Intern Phone #: _____ Intern Site/Phone #: _____

Report the type of activity, persons contacted, time in office and any other pertinent information:

Week #: _____

Monday, _____ <div style="text-align: right;"># hrs: _____</div>	Thursday, _____ <div style="text-align: right;"># hrs: _____</div>
Tuesday, _____ <div style="text-align: right;"># hrs: _____</div>	Friday, _____ <div style="text-align: right;"># hrs: _____</div>
Wednesday, _____ <div style="text-align: right;"># hrs: _____</div>	Total hours for week: _____ Total hours accumulated: _____ <i>Supervisor signature:</i> _____

Department of Biological Sciences
Wright State University

FINALEVALUATION OF INTERN PERFORMANCE

Student: _____ Date: _____

Intern Site: _____ Supervisor: _____

	Exceptional	Above Average	Average	Needs Attention	N/A
A. Professional Qualities					
1. Professional attitude towards					
• Intern site	4	3	2	1	x
• Biological Sciences	4	3	2	1	x
2. Knowledge of:					
• Biology & practices	4	3	2	1	x
• Analytical skills	4	3	2	1	x
• Evaluation techniques	4	3	2	1	x
• Nature of intern site	4	3	2	1	x
3. Ability to work well with:					
• Professional workers	4	3	2	1	x
• Volunteers & the public	4	3	2	1	x
4. Respect for ideas of others	4	3	2	1	x
5. Objective attitude regarding suggestions or criticisms	4	3	2	1	x
6. Ability to organize & budget time efficiently	4	3	2	1	x
7. Ability to grasp problems	4	3	2	1	x
8. Ability to express self	4	3	2	1	x
9. Ability to question and respond appropriately to questions	4	3	2	1	x
10. Ability to see parts in relation to the whole system	4	3	2	1	x
11. Professional judgment	4	3	2	1	x
12. Accuracy of work	4	3	2	1	x

	Exceptional	Above Average	Average	Needs Attention	N/A
13. Acceptance of responsibility	4	3	2	1	x
14. Ability to do logical, stepwise planning & action	4	3	2	1	x
15. Ability to follow through on work assignments	4	3	2	1	x
16. Objectivity in decision-making & thinking	4	3	2	1	x
17. Overall performance	4	3	2	1	x
B. Personal Qualities					
1. Personal appearance	4	3	2	1	x
2. Emotional maturity	4	3	2	1	x
3. Sense of humor, enthusiasm	4	3	2	1	x
4. General characteristics & habits	4	3	2	1	x
5. Was the student punctual for office hours, appointments, meetings	4	3	2	1	x

Please provide any additional comments:

Special weakness (es) in Biological Sciences:

Department of Biological Sciences
Wright State University
Internship Duty Form

Name of Student: _____

Semester & Year registering for credits: _____ # of credits: _____

Date Work Begins: _____ Hourly Rate of Pay: _____

Name, Address & Phone of Prospective Employer:

Supervisor's Name: _____

Anticipated Duties (**please include a 1-pg detailed summary of internship objectives**):

Field of interest: _____ Cell/Molecular Biology _____ Plant Biology
 _____ Wetlands/Ecology _____ Parasitology
 _____ Physiology _____ Exercise Biology
 _____ Bacteriology/Microbiology _____ Toxicology
 _____ Other

I have shared the internship booklet with my prospective employer, and both the employer and I understand the requirements for a successful internship.

Signatures: Faculty Mentor & Site Supervisor

Date

Approved by

Date