BIOLOGY 494 / 495 : INTERNSHIPS

Instructions for Students Applying for Biology Credit for Internship Experience,
for their Internship Agency Supervisors and their Faculty Sponsors

1. Course Rubrics – BIOL 494/495 are course rubrics that give students credit for internships on or off campus that have a significant biological content, but which do not fit the independent study/research rubric of BIOL 496/497. **BIOL 495 is to be used for internships with significant laboratory/field experience**, and **BIOL 494 for those without such experience.** The experience must involve the student in learning biology. Only up to 4 credits from the set of courses (Biol 494, 495, 496 and 497) can count as Biology electives toward the B.A. in Biology; only up to 8 credits for the B.S. Only up to one lab requirement can be fulfilled by the set of courses (Biol 495, 497) for the B.A., up to two for the set of courses (Biol 495, 497) for the B.S.

2. Application -- Forms seeking to apply internship work toward Biology credit can be downloaded from the department website. Look up Handy References or the section on Research and Internships. Dr. Julian Shepherd reviews these applications. Students with questions should contact Dr. Shepherd at jshepher@binghamton.edu. In order to apply, a student must already have identified an internship berth, and must be able to provide information relevant to the internship – the on-site supervising agency, contact information for the agency supervisor, a faculty sponsor, and have a three-way learning contract signed by the student, the agency supervisor and the faculty sponsor (see # 6 below). Students still seeking an internship berth are referred to the Off-Campus College office and the Career Development Center for assistance.

3. Credits -- for 4 credits, a student would perform about 150 hours of work at the agency supervising the internship, and have regular contact with the faculty sponsor at a predetermined frequency that should be specified in the learning contract. Hours will be pro-rated for fewer hours of credit; but 4 credits will be the maximum for any single internship in one semester or summer, regardless of time commitment. Each internship experience of at least 2 credits in BIOL 495 can satisfy a Biology laboratory requirement for the major. Only 4 credits of internship can be used to satisfy requirements for the B.A. in Biology, and 8 credits for the B.S. Credit cannot be awarded if there is a significant stipend beyond expenses. Be aware of the credit limits that Harpur College imposes for internships that can count toward the 126 credits required for graduation.

4. Grading – is mandated as P/F. Expectations for achievement of a passing grade in the internship should be made explicit in your learning contract.

5. Agency Supervisor and Faculty Sponsor – the person who is the immediate supervisor of the students’ work at the site of the internship will be referred to as the agency supervisor. The faculty member who will keep in contact with both the student and the agency supervisor, and who will ultimately determine the Pass/Fail grade will be referred to as the faculty sponsor. Means of communication should be set up so that the agency supervisor, the faculty sponsor and the student can contact each other whenever needed.

6. Learning Contract – the application to apply the internship toward biology credit will contain a statement of the nature of the internship, what the student aims to accomplish in it, the work that must be completed in order to get a passing grade, hours to be spent on the project, the frequency and nature of the reports submitted by the student to the faculty sponsor, including a journal and final paper, project or report. The student, the agency supervisor, and the faculty sponsor will sign the learning contract.

7. Evaluation by Agency Supervisor -- the faculty sponsor must ask the agency supervisor for both an interim (about 1/4 to 1/3 way into the term) and a final evaluation of the student’s performance. The interim evaluation could be just verbal. The final evaluation should be written.

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8. **Contact with Faculty Sponsor** -- this could vary, but regular and frequent contact or correspondence between student and faculty sponsor is recommended.

9. **Journal or Log** -- the student should maintain a journal (log) of work done at the agency. This should include date and time of service, and a description of what the student has done. The latter should include descriptions of procedures, results of work done, reflections on its value, and ideas for future activities. A final entry could include an assessment of how the internship has served the student’s educational and professional goals, and how well the internship served the agency’s goals.

10. **Paper, Project, or Report** -- this could take many forms, but should require study and investigation on a subject related to the internship, perhaps a paper, material to add to a personal portfolio, a project report, a copy of a report generated for the agency (if non-confidential); and will be described in the learning contract.

11. **Application Process** –
   - **Contact with student:**
     A copy of the application forms (with approvals or denials) will be sent to you at your local address. Be sure to leave a forwarding address if you leave, or else on the application form, enter only the address through which we can always reach you. If approved, your letter will also contain a registration form together with instructions on how to proceed with the registration. Be sure to follow through, otherwise you will not be registered in the course.
   - **Contact with agency supervisor and faculty sponsor**
     A copy of approval / denial of your application will be sent to your faculty sponsor.
     A copy will also be sent to the agency supervisor.
     Denials will be accompanied by an explanation that says that you still have the option of getting academic credit through Off-Campus College, or to go ahead with the internship for the experience.
     Regardless of the outcome, you should contact both the agency supervisor and the faculty sponsor to discuss the next step or to terminate the arrangement.

12. **Registration Process:** If approved,
   - Fill in the Independent Study course registration form.
   - Have it signed by the Faculty Sponsor.
   - If the registration is for the academic year, turn this in together with the application form bearing the departmental approval signature to the Biology Department office, Science III, Rm 210.
   - If the registration is for summer, show the Independent Study course registration form to the Registrar and pay tuition. Keep the receipt. Bring receipt, Independent Study course registration form and application form bearing departmental approval signature to the Biology Department office, Science III, Rm 210. You will get to keep the receipt.
   - Be sure to complete these steps before or during registration time for the term that you intend to register.