

## GUIDELINES FOR INTERNSHIPS: BIOL 494/495

1. The Biology Department has no structured internships. Announcements of possible internships that come to our attention will be posted to the biology majors list-serve and on the biology undergraduate bulletin board. Students should look for their own off-campus research or project internships, and are welcome to discuss possibilities with biology undergraduate advisors. The Fleishman Center (Career Development Center) sponsors many non-biological internships.
2. BIOL 494 is for internships that do not include practical field or laboratory experience. BIOL 495 is for those that do and will count toward the upper-level biology major lab. requirement.
3. Internship credit is generally given for:
  - a. an off-campus research experiences or projects that is not under the direct supervision of a BU instructor, or
  - b. an on- or off-campus project with a BU instructor that doesn't involve original investigative research (if it does, register for Biol 496 or 497).
4. Projects under this rubric must involve some kind of significant biological learning. Clinical internships in hospitals or medical offices do not usually provide this.
5. Variable credit as appropriate (guideline: 30 hr involvement per credit hour).
6. P/F grading option only
7. Students must arrange for receiving credit before they begin their internship. After-the-fact credits are rarely granted.
9. Students need to complete the application form (available on the biology dept. website). The form requires some basic information including:
  - a. a description of the program (from website or other)
  - b. a BU faculty sponsor (anyone appropriate, but usually in a related field, and willing)
  - c. the name of the site supervisor and confirmation of her/his responsibility
  - d. a description of the project including expected hours of involvement and expected learning objectives
10. Usual requirements by the BU faculty sponsor:
  - a. A record of activities, i.e. a journal or log, including approximate time invested and some indication of learning accomplishments
  - b. A final report, either as a paper, poster, presentation, or equivalent – should include a summary of what student learned
  - c. An affirmation from the site supervisor at the end of the internship that the student executed and accomplished the learning objectives