

Biological Sciences
BIOL 4920 Internship in Biology
Contract and Syllabus

NOTE: This form must be filed before the internship begins.

To Be Completed by the Faculty Mentor

BIOL 4920 is a course designed to provide Biological Sciences majors with an opportunity to (1) combine professional experience with academic instruction, focusing on critical, reflective thinking, (2) develop opportunities that increase one's understanding of career options and (3) develop problem-solving and communication skills in a professional setting.

Student and course registration information:

Student Name: _____ USERID: _____

Student Signature: _____ Date: _____

Term to register for BIOL 4920 (term during which internship takes place): _____

Number of Credit Hours: _____

Mentor Information

Name: _____

Office Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Internship information

A. Project Location: _____

B. Nature of the Location: _____

C. On-Site Project Supervisor's Name: _____

D. Supervisor's Position/Title: _____

Address: _____

Telephone: _____ Email: _____

Description:

The student should provide a description of the nature of the internship, including a description of the partner organization/company.

Course Schedule:

Credit hours are assessed based on approximately 45-50 hours of on-site work/credit hour. The internship may include rotations through different departments/sections of the organization or may involve on-site work in a laboratory or field site. If the student pursues an individual project some time may include time spent on design, implementation and report preparation and delivery.

Assignments/Projects

All DBS internships **must** include the following assignments. Other assignments and activities, such as projects, activities, written and oral reports may be included in the internship.

Required assignments:

Prior to the beginning of the internship the student will write an initial reflection on their expectations regarding the internship. They will also write a final reflection on the experience, no shorter than 1 full-page in length. They are also required to keep a project log, including the dates and hours worked and a brief description of the work.

If other assignments will be included please list here with a brief discussion and amend the grading scale below to reflect their assessment and contribution.

Rubric and Grading Scale

This is an S/U course. The student will be graded based on completion of the assignments and satisfactory reports from the on-site supervisor. A grade of "S" requires that the student earn no less than 70% of the total points. The criteria are:

20% of grade	Project Log (based on completeness)
30% of grade	Faculty mentor evaluation of student reflections (see rubric)

50% of grade On-site supervisor's periodic reports to faculty mentor. At least two reports should be submitted by the on-site supervisor, one at mid-internship and the second at the conclusion of the internship.

If other assignments are included, the grading percentages may be adjusted.

Course Policies

Academic Honesty

All portions of the Auburn University student academic honesty code (Title XII) found in the Tiger Cub will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

Disability Accommodations

Students who need special accommodations in class, as provided for by the Americans With Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of their Accommodation Letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1288 Haley Center, 844-2096 (V/TT).

Course Withdrawal

Students have between the 1st and the 15th day of courses to drop a course with no penalty. During this time, the course is taken off of the schedule and transcript with no grade assignment. Courses dropped between the 15th day of classes and midterm results in a grade assignment of W on the transcript; however there is no grade penalty.

The mentor reserves the right to modify the syllabus at any time during the course of the semester. If a change is made, appropriate notice will be given to the student.