
GORDON STATE COLLEGE, UNIVERSITY SYSTEM OF GEORGIA

COURSE SYLLABUS

BIOLOGY 4910 (Biology Internship)

Fall 2016

DR. CATHY LEE – INTERNSHIP COORDINATOR

Office: Instructional Complex
Room 239

Email: clee@gordonstate.edu

Phone: 678-359-5847

Office Hours: M & W 12:15-2:00 pm
T 11:00-2:00 pm

Credit Hours: 1-5 credit hours

Prerequisite: Approval of Biology Internship coordinator

Course Description: A supervised work experience program at a previously-approved business, organization, or government entity. This course is intended for junior- or senior-level biology students. May be repeated to total no more than 10 hours of credit.
The Biology Internship Program is designed to help you connect your academic studies to practical applications by offering academic credit for biologically-focused work experience. You are expected to be self-motivated and able to complete course assignments without reminders.

**Getting Started:
How To Register** To register for credit, you must complete the following steps.

- **Identify your internship and site supervisor.** It is your responsibility to identify and secure an internship opportunity. Make sure you choose an internship that is related to your career interests and that will allow you to apply knowledge and skills gained in your coursework. Your internship needs to involve professional-level skills and experiences in one of the biological fields.
- **Complete Assignment #1, Internship Description.** You must do this **before** the Internship Coordinator will pre-authorize you to register for internship credit. You should submit your description during the term prior to the start of your internship. The Internship Coordinator will review the internship description and provide feedback with the goal of helping ensure that you should have a quality experience. Once your internship has been approved, you may move on to the next steps.
- **Complete the Internship Agreement Form,** which can be downloaded from Internship page on Internship Coordinator's website (Faculty Webpage of Gordon State College). You must do this before the Internship Coordinator will pre-authorize you to register. This form should be signed by your internship site supervisor and submit this to the Internship Coordinator's mailbox (IC239). You may also scan it and send it by e-mail. Please be sure to let your supervisor know that he or she will need to sign your timesheets and complete an evaluation form at the end of your internship.

**Course Requirements:
Summary**

Assignment	Expected Length	Week Due
a. Internship Description	2-3 pages	First week of the semester
b. Final PowerPoint presentation	15 minutes	Scheduling TBA (~wk 12-14)
c. Final Report d. time sheet, & supervisor's evaluation	3-4 pages for report, plus attachments	4pm, Wednesday of Finals Week

a. **Internship Description**

This 2-3 page description of your internship serves as both a contract with the organization where you are doing your internship and a contract with the Biology Internship Program. You should develop this in consultation with your supervisor at your internship site. **You will need to complete this assignment prior to being cleared for registration.**

As a profession agreement, this document should be typed as a word document (double-spaced, 1 inch margins, 12 pt. font) concise, articulate, well-checked and proof-read. The format should be:

Title	"Title and Location of Internship", your name and semester	
Position description	Provide a detailed description of your internship, including:	
	Goals:	These can include both the goals of the organization (specifically why do they want an intern, and broadly what is their larger mission and goals) as well as your general goals in pursuing this internship.
	Your Learning objectives:	These should be stated in the format: "By the end of this internship I will be able to: X, Y, Z."
	Work Plan:	This should detail the task you will be undertaking as part of your internship. This work plan should provide tentative tasks for the whole term. Ideally, you should describe these tasks on a week by week basis.
Academic Reflection:	This should include discussion of how the internship experience will enhance your program of academic study here at the Gordon State College.	
Internship Site Roles & Responsibilities:	In this section, you should articulate the responsibilities of the supervisor at your internship site. For example, how often will he or she be meeting with you? Will he or she review your work and comment at certain stages of your project? To facilitate good communication with your host organization and a successful rewarding internship, be sure to talk about and clearly articulate all of the roles and expectations.	

b. **Final PowerPoint Presentation**

The presentations will be scheduled for the end of the term (summer internships may be scheduled at the beginning of fall semester) during Tau Alpha Tau Gordon Chapter Student Club Meeting of Tri-Beta Biological Honor Society. The presentation will be open to all students and faculty in Dept. of Biology and Physical Sciences & Math. Community partners will be invited to attend as well. This presentation should serve as a summary of your internship experience. If you have created anything tangible (a report etc) as part of your internship, you are encouraged to bring a copy to show. You will be given instructions on how to provide your slideshow for loading onto the computer. You should plan on e-mailing your presentation a few days in advance of your presentation and should bring a back-up copy on jump drive to the final presentation. You will be giving your presentation along with other interns, and you must attend the entire presentation session.

Your presentation should be 15 minutes long. Additional time will be provided for questions, answers, and discussion. The basic format for your presentation should be as follows.

Title Slide:	Title of Internship, Location of Internship, Your Name and Semester
The Community Partner Slides(s):	Brief background information describing the organization you worked for, their mission, goals, and projects in general.
The Internship Slides(s):	Describe your duties, work, and contributions over the semester. Describe any results, conclusion and/or how your results will be used in the future.
The academic Reflection Slides(s):	Discuss what you learned throughout your internship. Offer reflections on the foals you set for the term in your project/work description and any reflection you have on the organization, its mission, and how this organization helps to further the foals of biological studies majors.
Advice for Future Interns:	What should future interns know to be successful at this site?

Please note: We consider internships to be a learning process, and you will not be graded on whether or not you met all your initial goals. Our goal is that you have gained valuable insight into the process while making the link between academic study and work experience.

c. Final Report

This 3-4 page final report should provide a thoughtful reflection of your internship experience and is due by 4 pm on the Wednesday of Finals Week. This report should be typed in a word document, spell-checked and proof-read, and then **submitted to the Internship Coordinator via e-mail as an attachment**.

Again, this report should be double-spaced, 1 inch margins, 12 pt. font. The subject line should say: BIOL 4910 Internship Site Evaluation. The internship site evaluation should include:

Title:	Internship Title and Location, Your Name and Semester.
Biological Issue:	Please discuss the biological need or issue you worked on as an intern. Also discuss whether or not you believe your organization is effective at dealing with this need or issue.
Outcomes:	Please discuss what you gained from this internship in terms of specific skills and/or knowledge. Offer reflections on the foals you set for the semester in your project/work description.
Strengths of the Internship:	Please comment on the goals, tasks, training, supervision, work environment, etc. What was particularly effective or beneficial?
Weakness of the Internship:	Please comment on the goals, tasks, training, supervision, work environment, etc. What could have been improved and how? Please include specific suggestions for improvement.
Advise for Future Interns:	What should future interns know to be successful at this site? Comment on how this organization helps to further the goals of biological studies majors.

d. Internship Timesheet & Supervisor's Evaluation Form

In addition to your reflection on your internship, you will need to include these two items with your final report. Again, these are due by 4 pm on the Wednesday of Finals Week.

Timesheet	Please attach your completed and signed timesheet at the end of your final report. A template is provided below.
Supervisor's Evaluation Form	Please attach a completed copy of your supervisor's evaluation form. If possible, have them complete electronically and send you the file or scanned file, which you can then attach to your site evaluation. This form is also attached below. Electronic or hard copies are fine.

Grading:

	<u>Percentage</u>	
Internship Description	10 %	A = 90-100%
Final PowerPoint Presentation	40 %	B = 80-89%
Final Report	30 %	C = 70-79%
<u>Timesheet & Supervisor's Evaluation</u>	<u>20 %</u>	D = 60-69%
Total	100 %	F = below 60%

Important Thing to Note:

In order to receive a passing grade, you must complete all assignments by the due date. If assignments are not received on time, you will receive a No Pass for the course.

Although not required, an internship coordinator will give a public report of the student internship experience. Opportunity for presentation is given each fall semester by the Tau Alpha Tau chapter of *beta beta beta* Biological Honor Society in our division.



A STATE COLLEGE IN THE UNIVERSITY SYSTEM OF GEORGIA

Biology Internship (BIOL 4910)

JOB TRAINING APPRAISAL SHEET

Student Name: _____ **Position Held:** _____

Employer: _____ **Supervisor:** _____

Business Phone: _____ **E-mail:** _____

Total Hours Worked (minimum 100): _____

Appraisal of the items listed	Excellent	Good	Fair	Poor
Ability to follow instruction				
Ability to get along with others				
Dependability				
Initiative				
Loyalty to company				
Enthusiasm for work				
Honesty				
Punctuality				
Mental alertness				
Courtesy and manners				
Personal appearance				
Quality of work produced				
Quantity of work produced				
Communication skills				

Please use this space to explain any ratings above and make a statement relative to the student's competence in bioscience:

Signature of Supervisor: _____ **Date:** _____

Please return this appraisal to: Biology Internship Coordinator/ Dr. Cathy Lee,
Gordon State College, Dept. of Biology and Physical Sciences, School of Arts and Sciences, 419 College Dr., Barnesville,
GA 30204 or e-mail the scanned document to clee@gordonstate.edu