**APPLICATION FOR INTERNSHIP CREDIT IN THE BIOLOGY DEPARTMENT**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Standing: FR SO JR SR

Faculty Supervisor/Advisor for internship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization/Business with which internship will be completed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Organization/Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting and Ending Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Supervisor Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Supervisor Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Supervisor Email: ­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please respond to each of the following in a well-developed paragraph. Use as much space as necessary.***

1. Responsibilities (What will you be doing during your internship?):

2. Expected Learning Outcomes (What do you expect to learn from your internship?):

3. Connection to Major and/or Life Goals

(In what ways do you anticipate your internship will better prepare you for your career or life pursuits?):

**Minimum Requirements for Internship Credit in Biology:**

a. A completed application form submitted to the proposed academic advisor and to the chair of the department *PRIOR TO* the initiation of the internship. The form can be completed electronically, but the final page must be printed and signed before it will be approved by the department.

b. At least 120 hours of experience. The intern must keep track in writing of the hours on task in his/her journal (see next).

c. A journal.

i. Every day the intern is on site, s/he must record briefly what s/he did during the course of that day, as well as the amount of total time spent on his/her internship. S/he should NOT record any confidential information or any information that can be used to identify those with whom s/he interacted. Instead, this is an opportunity simply to list the activities in which s/he engaged during the day so that s/he has a complete record of all that s/he did.

ii. At regular intervals (but at least twice before the end of the internship) , the intern must spend substantive time reflecting on his/her experience and entering those reflections into the journal. Is the internship what the student expected – why or why not? Is it meeting his/her expected outcomes – and in what way(s)? Is it providing him/her with the experiences and knowledge that s/he hoped it would – and in what way(s)?

*The journal must be made available to the faculty advisor at the end of the internship but will be returned to the intern after sufficient time for its review by the faculty advisor.*

***\*\*Failure to keep a journal at the required frequency (i above) or to reflect thoughtfully and deeply (ii above) will preclude credit being awarded for the internship.\*\****

d. A three page final report, summarizing the intern’s experiences and reflections. In essence, the final report should communicate what the student learned through the experience, whether it met her/his expected outcomes, and whether it enabled her/him to be prepared better for her/his future. Thus, it should clearly connect with the student’s answers to the questions posed on this application form (particularly #2 and #3).

Copies of the final report will be made available to the faculty and students of the department.

e. Confirmation of satisfactory completion of the required hours. Although a short e-mail from the internship supervisor to the faculty advisor will suffice, a more extensive evaluation would be appreciated.

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***No credit will be awarded for the internship until the student has completed the 120 hours, submitted his/her final report to the faculty advisor AND to the department chair, and obtained final confirmation from the internship supervisor.***

I understand that all of the conditions described on this application form must be met to receive academic credit for the proposed internship.

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Student signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student name (printed or typed)

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Faculty supervisor signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty name (printed or typed)