Special Topics-Independent Study Internship Biol3960
Spring Semester 2016
1-3 Credits

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Office Location – SB 86 (Basement floor, east corridor)
Drop-in Office Hours – Mon & Wed 1:15-2:00pm, Tues & Thurs 11:00-12:00, or email for appointment

Instructor-Student Communications
The course Canvas page will serve as our main point of interface. You will upload assignments, receive relevant announcements, and be able to contact the course instructor all via Canvas. You can also email or come by during drop-in office hours.

COURSE OVERVIEW
Enrolling in this course allows undergraduate biology majors to earn from 1-3 academic credits for successfully completing a biology-related internship. In addition to fulfilling the requirements of the internship provider, students will complete bi-weekly assignments. These assignments include reflection about the relevance of the internship experiences as well as skill-building exercises that help prepare students for the professional world.

COURSE OBJECTIVES
• Obtain on-the-job experience related to the biological sciences and evaluate the relevance of this experience to career goals
• Gain an understanding of employer expectations and learn how to receive and apply constructive criticism of job performance
• Build professional skills such as effective communication, resume construction, networking, successful job application process, etc.

COURSE GRADES
This course will be graded with letter grades in order for biology majors to count the class towards their degree, and a student must receive a 70%, C- grade to pass. If the student meets the requirements of the internship provider and completes the assignments outlined below, the student will receive the appropriate credit hours and letter grade:

Credit Hour Equivalents
• Internships completing 50 hours of work will qualify for 1 credit hour
• Internships completing 100 hours of work will qualify for 2 credit hours
• Internships completing 150 hours of work will qualify for 3 credit hours

Letter Grades will be determined as follows, % out of 650 points:
• Bi-weekly assignments: worth 50 points each (total 250 points, weeks 1, 3, 5, 9, 11)
• Supervisor midterm feedback: worth 150 points
• Final Analysis Essay: worth 100 points
• Completion of provider required hours: 150 points
Assignments
In addition to completing the required work of the internship provider, students enrolled in this course will need to complete the following assignments in order to earn academic credit for their internships. These assignments are designed specifically to enhance a student’s professional skills.

**Week 1: Learning Objectives**
Submit a one-page, double spaced, paper identifying and describing 3 learning objectives that you hope to achieve as an intern and how they relate to your professional aspirations.

**Week 3: Employer Profile**
Submit an employer profile description. This should be a 1-2 page document identifying the name of the employer, the kind of work this organization does, their history and mission statement, the product or service the company focuses on, and what goal or population is served by the work the company does. Make sure to answer the following question: Can you see yourself working at this kind of company upon graduation? Why or why not?

**Week 5: Attend a Career Fair or meet with Career Services**
Investigate when the next Career Fair is scheduled and attend. If you cannot attend a relevant career fair, make an appointment with the science field specialist at the U of U Career Services office to explore the valuable employment services they offer.

**Week 7: Supervisor Midterm Evaluation**
Have your internship provider fill out the Midterm Evaluation Form and turn into the course instructor manually or digitally via Canvas. Also, turn in your internship hours tracking log via Canvas.

**Week 9: Self Evaluation**
Review the constructive criticism given to you by your internship provider during the midterm evaluation. Write a 1-2 page, double-spaced paper outlining three professional strengths and three weaknesses you possess. Describe how you will address your weaknesses before you apply for your next position.

**Week 11: CV/Resume Update**
Update your resume to reflect your most recent employment and experience. Submit via Canvas for instructor review.

**Weeks 13-15: Final Analysis**
Upon completion of your internship, prepare a professional 4-5 page report focusing on the following topics:

- How does the internship experience fit into your long-range career goals?
- How well did you achieve the three learning objectives described in Assignment 1?
- Did you identify real-world uses for your biology coursework?
- Did you generally feel prepared or unprepared for your internship work?
- What have you learned about this particular occupation, industry or field?
- How will you maintain or foster professional relationships that will aid your future career development?
Submit this paper via Canvas. The due date will be based on the current semester calendar, but it will be approximately one week from the last day of final exams. Also, submit your final internship hours tracking log via digital upload to Canvas.

*Note: This syllabus is meant to serve as an outline and guide for the course. Please note that the instructor may modify it at any time so long as reasonable notice of the modification is provided to students. The instructor may also modify the General Course Outline at any time to accommodate the needs of a particular class. Should you have any questions or concerns about the syllabus, it is your responsibility to contact the instructor for clarification.*

**Academic Conduct**

In order to ensure that the highest standards of academic conduct are promoted and supported at the University, students must adhere to generally accepted standards of academic honesty. Acts of academic misconduct include cheating, plagiarizing, research misconduct, misrepresenting one's work, and inappropriately collaborating. Suspected cases of academic misconduct are dealt with according to the rules found in the Student Code, University Policy 6-400(V): [http://www.regulations.utah.edu/academics/6-400.html](http://www.regulations.utah.edu/academics/6-400.html). All instances of academic misconduct are recorded in a University database, which is shared by all academic units on campus.

**Americans with Disabilities Act (ADA) Statement**

The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, 581-5020 (V/TDD). CDS will work with you and the instructor to make arrangements for accommodations. All information in this course can be made available in alternative format with prior notification to the Center for Disability Services.([www.hr.utah.edu/oeo/ada/guide/faculty/](http://www.hr.utah.edu/oeo/ada/guide/faculty/)

**Wellness Statement**

Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student’s ability to succeed and thrive at the University of Utah. For helpful resources contact the Center for Student Wellness - www.wellness.utah.edu; 801-581-7776.

**Student Support**

If you are a student veteran, I want you to know that the U of Utah has a Veterans Support Center on campus. They are located in Room 161 in the Olpin Union Building. Hours: M-F 8-5pm. Please visit their website for more information about what support they offer, a list of ongoing events and links to outside resources: [http://veteranscenter.utah.edu/](http://veteranscenter.utah.edu/). Please also let me know if you need any additional support in this class for any reason.

If you are a member of the LGBTQ community, I want you to know that my classroom is open and non-discriminatory. Additionally, please know that the U of Utah has an LGBT Resource Center on campus. They are located in Room 409 in the Olpin Union Building. Hours: M-F 8-5pm. You can visit their website to find more information about the support they can offer, a list of events through the center and links to additional resources: [http://lgbt.utah.edu/](http://lgbt.utah.edu/). Please also let me know if there is any additional support you need in this class.

If English is your second language, please be aware of several resources on campus that will support you with your language development and writing. These resources include: the Department of Linguistics ESL Program ([http://linguistics.utah.edu/esl-program/](http://linguistics.utah.edu/esl-program/)); the Writing Center ([http://writingcenter.utah.edu/](http://writingcenter.utah.edu/)); the Writing Program ([http://writing-program.utah.edu/](http://writing-program.utah.edu/)); the English Language Institute ([http://continue.utah.edu/eli/](http://continue.utah.edu/eli/)). Please let me know if there is any additional support you would like to discuss for this class.