

Independent Internship Course
Biol4965 2020/21
For Biology Majors at the University of Utah
1-3 Credits

Instructor –Amy Sibul **Email** –amy.sibul@utah.edu **Phone** –text cell 801-891-2819 for emergencies

Office Locations – N/A, working remotely

Office Hours – email to make a zoom or phone appointment, my schedule is flexible

Instructor-Student Communications

Biol4965 is being offered as an online class. All of the content will be provided online in a format that can be read or viewed at any time. 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.

Email and text work too!

COURSE OVERVIEW

Enrolling in this course allows undergraduate biology majors to earn from 1-3 academic credits for successfully completing a biology-related internship or professional experience. 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.

EXPECTED LEARNING OUTCOMES

- Apply the process of science through “on-the-job” experience and evaluate the relevance of this experience to career goals
- Practice professional communication and collaboration skills while gaining an understanding of employer expectations
- Develop a solid understanding of how a biology degree can be applied in the scientific and professional world, and how the biological sciences contribute to society
- Learn how to receive and apply constructive criticism of job performance
- Build professional skills such as writing, self-direction, resume construction, networking, successful job application process, etc.

TEACHING AND LEARNING METHODS

The learning methods in this course are experiential learning, reflection, and writing. The focus is on the work you are doing with your internship provider or employer. The assignments have been designed to build an increased understanding of your specific discipline in the broad field of biology as well as the skills and knowledge you need to be professionally successful. All assignments are written, and submitted via Canvas. Being able to write effectively is essential for professional success, and thus a key teaching method for this course.

TECHNOLOGY

To effectively participate in this class you will need to have an adequate desktop or laptop computer and access to a broadband internet connection. As a very rough guideline, a computer manufactured in the past five years should be fine. Laptops are available for checkout from the Marriot Library for the semester, depending on availability: <https://lib.utah.edu/coronavirus/checkout-equipment.php>

You will also need to be able to navigate Canvas and Zoom. If you have concerns about any of these requirements, please contact the instructor as soon as possible.

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 50-99 hours of work will qualify for 1 credit hour
- Internships completing 100-149 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 600 points:

- Bi-weekly assignments: worth 50 points each
- Final Analysis Essay: worth 100 points
- Completion of provider required hours: 200 points (50 for midterm hours, 150 for completion)

Note: *students determine due dates for these assignments. If an adjustment to the due date is needed, you must email the course instructor before it is due. Otherwise, for each week the assignment is late, 10% will be deducted from the score.*

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.

Assignment 1: Learning Objectives

Submit a 2-page minimum, double spaced, paper identifying and describing at least 3 learning objectives that you hope to achieve with your position/internship

Assignment 2: Employer Profile

Submit an employer profile description. This should be a 2 page minimum document identifying the name of the employer/lab, the kind of work this organization does, their history and overall mission, the product, service, or research the company/lab focuses on, and what goal or population is served by the work it does. Discuss how well the company/lab culture supports you as a human, and how well they welcome people of diverse backgrounds (race, gender, sexual orientation, socioeconomic status, etc).

Also answer the following question: Can you see yourself working at this kind of organization or lab upon graduation? Why or why not?

Assignment 3: Meet with the Career & Professional Development Center

Make an appointment with either a Career Ambassador or a Career Coach at the U of U Career and Professional Development to explore the valuable employment services they offer. Use your "Handshake" account (<https://utah.joinhandshake.com/appointments>; same scheduling system as the rest of campus) to schedule an appointment, and visit their website here: <https://careers.utah.edu/>

- Career Ambassadors can help you update your resume and/or personal statement and can answer general questions about employment opportunities or graduate school
- A Career Coach can help you with deeper questions about career paths for biology majors, the professional skills you'll need, and potential employers in the field

Regardless of who you make an appointment with, the appointment will be most useful if you bring a list of questions relevant to your individual situation

The writeup to confirm your meeting will be done via canvas text entry, and you will need to answer the following questions:

- 1) What questions did you bring to the appointment?
- 2) Was the appointment useful? Why or why not?
- 3) Are you now aware of more career opportunities, grad/med schools requirements, and/or potential employers?
- 4) Do you feel better prepared to apply for a job or graduate/med school after graduation?

Assignment 4: CV/Resume Update

Update your CV or resume (whichever is more relevant to your future goals) to reflect your most recent professional experience. If you were given advice during the previous assignment, make sure to apply it to your document prior to submitting. If you didn't talk about your resume/CV in the previous assignment, submit to their resume review email: resumereviews@careers.utah.edu. Allow 48 hours for their response, and incorporate the advice into your resume before uploading to Canvas.

Assignment 5: Supervisor Evaluation & Midterm Hours submission

Have your supervisor fill out the Midterm Evaluation Form and either email directly to Amy Sibul (amy.sibul@utah.edu), or turn in manually, or digitally via Canvas. **Also**, turn in your job hours tracking log via Canvas.

Assignment 6: Self Evaluation

Review the constructive criticism given to you by your supervisor during the midterm evaluation. Write a 2 page minimum, double-spaced paper identifying and describing three professional strengths and three weaknesses you possess. If your supervisor gives you all positive feedback....you'll have to dig deep and identify your own weaknesses ;-)
Focus on explaining, in detail, how you will address your weaknesses before you apply for your next position.

Final Analysis Report & Hours Submission

Prepare a 4-5 page double spaced report focusing on the following topics:

- How does this professional 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 via Canvas. The last possible due date will be the last day of final exams, by midnight, but you are welcome to choose an earlier due date on your student contract. Also, submit your final internship hours tracking log via digital upload to Canvas by the same date.

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.

UNIVERSITY POLICIES

COVID-19 Information

Current information about the university's response to COVID-19 can be found at:

<https://coronavirus.utah.edu/>

<https://returntocampus.utah.edu/>

<https://coronavirus.utah.edu/checklists/#student-checklist>

In order to help monitor the spread of COVID-19 and respond appropriately, the university requiring that all students complete a reporting form if they have been exposed to, are being tested for, or have been diagnosed with COVID-19. Students living on campus should use this form:

https://utahsa.az1.qualtrics.com/jfe/form/SV_a2DuDYIz7jElleJ

Other students should use this form:

https://uofu.service-now.com/it?id=uu_catalog_item&sys_id=e51376e2dbe74090a0ed7dfdae96195a

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 will be dealt with according to the procedures found in the Student Code, University Policy 6-400(V) (<http://regulations.utah.edu/academics/6-400.php>). Instances of academic misconduct will be recorded **in a database that may be made available to other University of Utah Departments and Colleges.**

The Americans with Disabilities Act. 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 this class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, (801) 581-5020. CDS will work with you and the instructor to make arrangements for accommodations. All written information in this course can be made available in an alternative format with prior notification to the Center for Disability Services.

University Safety Statement. The University of Utah values the safety of all campus community members. To report suspicious activity or to request a courtesy escort, call campus police at 801-585-COPS (801-585-2677). You will receive important emergency alerts and safety messages regarding campus safety via text message. For more information regarding safety and to view available training resources, including helpful videos, visit safeu.utah.edu.

Addressing Sexual Misconduct. Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801-581-8365, or the Office of the Dean of Students, 270 Union Building, 801-581-7066. For support and confidential consultation, contact the Center for Student Wellness, 426 SSB, 801-581-7776. To report to the police, contact the Department of Public Safety, 801-585-2677(COPS).

Undocumented Student Support Statement. Immigration is a complex phenomenon with broad impact—those who are directly affected by it, as well as those who are indirectly affected by their relationships with family members, friends, and loved ones. If your immigration status presents obstacles to engaging in specific activities or fulfilling specific course criteria, confidential arrangements may be requested from the Dream Center. Arrangements with the Dream Center will not jeopardize your student status, your financial aid, or any other part of your residence. The Dream Center offers a wide range of resources to support undocumented students (with and without DACA) as well as students from mixed-status families. To learn more, please contact the Dream Center at 801.213.3697 or visit dream.utah.edu.