STUDENT INTERNSHIP PROPOSAL GUIDELINES
BIOLOGY DEPARTMENT

Student’s name:
ID number:
Phone number:
Email address:

I. The Internship
Description of the internship, identifying the “employer,” and specifying in detail the nature and range of duties and responsibilities. Indicate the probable emphases among these and their application to the major.

II. Academic Record
Specify the status of the student, the major and minor, and the courses (with grades indicated) taken that relate directly to the internship.

III. Time Involved
Indicate the starting and closing dates, the total number of weeks, the hours per week and the total number of hours.

IV. Credit
a. Indicate the number of credits to be earned. To earn credit for an internship, students must register for BIOL 379 during the term in which the internship work is completed. BIOL 379 may be taken for 3-6 cr. The general formula requires a minimum of 45 hours of work per credit earned.

b. Include a statement indicating how the credits are to be applied: elective within the major or minor; substitute for a specific course offered by the department; electives outside the major.

c. Clarify the extent to which the internship will augment courses taken or substitute for courses in the major or minor.

V. Remuneration
What, if any, will be obtained.

VI. Supervision and Evaluation
a. Indicate by name and title the supervisors, both agency and academic, who will evaluate the student’s performance, the nature and extent of the evaluation and its frequency. Indicate whether the academic supervisor will make any on-site visits and their frequency.

b. Indicate what materials will be used to arrive at a grade. A written paper or report is required.

c. Include the signatures:
   Student: __________________________ Date: ________________
   Internship Work Supervisor: __________________________ Date: ________________
   Faculty Supervisor: __________________________ Date: ________________
   Department Chair: __________________________ Date: ________________
d. Attach supporting materials, e.g., documents from the employer.

VII. Permission to Register
a. The signed internship proposal must be turned in to the department chair prior to the start of the internship.
b. Once the proposal has been submitted, the student will obtain a permission number to register for BIOL 379.

VIII. Grading
a. When the internship is completed, the student will turn in his/her report, and other materials as described in part VI. above, to the faculty supervisor.
b. An evaluation by the internship work supervisor is required, and should be submitted to the faculty supervisor.
c. The faculty supervisor will determine the grade based on the materials submitted and other criteria as described in part VI.