

BI 410 "INTERNSHIP" APPROVAL FORM

This form is for Biology majors. Other majors should contact their departments.

Student:

_____	_____	_____
Name	OSU ID #	Major / Option
_____	_____	_____
Local Address		Phone
_____	_____	_____
Student Signature	Date	E-mail

Internship Site and Supervisor:

_____	_____	
Name and Title of Internship Supervisor	Phone	

Agency or Organization Name		

Agency or Organization Address		
_____	_____	_____
Supervisor's Signature	Date	E-mail

Internship:

Position Title

If you are interning abroad, is this an IE₃ Global Internship? Yes No

Description of work:

_____	_____
Project Period (start and end dates)	Which term(s) will you enroll in BI 410?
_____	_____
Work hours per week	Total hours or weeks of work
_____	_____
Salary or volunteer?	Pay rate, if salaried

Type of report to be handed in (See back page for details)

Number of credit you wish to take (by term if more than one) *

* Each credit must represent 30 hours of work (i.e. 3 hours a week for a 10 week term)

Biology Program Approval Required (Leave this form in Cordley 2042):

Dr. Robert T. Mason, Chair, Biology Program
2042 Cordley Hall, Phone (541) 737-2993
email: robert.mason@oregonstate.edu

Date

BI 410 “INTERNSHIP” INSTRUCTIONS

This form is for Biology majors. Other majors should contact their departments.

A Biology Internship provides a way for students to earn credit for academically relevant work done for a business, governmental agency, or other organization. It consists of full- or part-time work that furthers and enriches a student’s education. It should be considered as a cooperative academic program integrating the student’s resources with those of the university and another organization. Credit is earned only for work that has genuine academic value.

Credit for an Internship varies from 1 to 12 credit hours. Internships are graded on a Pass/No Pass basis. The amount of approved Internship work required to earn one credit is the same as for normal academic course work; that is, one hour of credit represents 30 hours of focused academic work. A full-time Internship lasting one term or one summer (40 hours each week for 10 weeks), where all the work is genuinely academic in nature, could earn up to 12 credits.

It is the student’s responsibility to find an Internship. However, information on relevant internships is available at the Biology Advising Website <http://oregonstate.edu/dept/biology/intern.html> and the OSU Office of International Education and Outreach office has information on IE₃ Global Internships <http://ie3global.oregonstate.edu/index.html>.

To register & receive credit for an internship students must complete steps 1-5:

- 1. Identify an Internship:** The student must identify an internship that is appropriate to his/her interests, knowledge, skills, educational objectives, and schedule. The Biology Advising Website <http://oregonstate.edu/dept/biology/intern.html>, the Biology Listserve, and Career Services have information about internships. The OSU International Education and Outreach Office has information about international internships.
- 2. Obtain Approval:** Prior to registering for Internship credit, the student must fill out and submit this form to the Biology Program Office to ensure that the chosen Internship meets the requirements of the Biology Program. **If an Internship is approved, Trudy Powell in the Biology Office will submit computer authorization which will allow the student to register and will inform the student by E-mail.**
- 3. Register:** After receiving notification from Trudy Powell, register for the class and the number of credits approved. Students participating in an IE₃ Global Internship will be registered by the International Education and Outreach office.
- 4. Written Report:** A written report in THREE parts is required for all internships. First, each student must write one paragraph explaining their internship to an English major including research question, hypothesis and the outcome. Second each student must write one paragraph explaining how the internship drew on their abilities and skills learned in college and how it increased their understanding of biology. Third, depending on the type of internship done, the last section of the report can take one of four forms:
 - (1) A laboratory notebook including hours worked and a detailed daily log of all tasks performed.
 - (2) A paper (minimum five to ten double-spaced typed pages) describing the internship (i.e. details about the job, training required, skills learned, comments regarding the internship, etc.)
 - (3) A scientific report produced as a result of the internship. The type of report to be turned in will be agreed upon by the student, employer, and department prior to registering for internship credit.
 - (4) Students may submit a copy of their IE₃ Global Internship report to meet the report requirement, but the report must be five double-spaced typed pages in length (IE₃ requires from 3-5 pages).

Due: Friday of dead week (10th week) in the term you are registered for BI 410. If you are graduating at the end of the term, the report must be submitted to the Biology Program Office by the Friday of the 8th week.

- 5. Evaluation:** The intern’s supervisor must submit a final evaluation of the student’s work to Dr. Robert T. Mason, Chair of the Biology Program. Submit by email: robert.mason@oregonstate.edu, fax: (541) 737-1735, or mail: 2042 Cordley Hall, OSU, Corvallis, OR 97331-2911.

Due: Friday of dead week (10th week) in the term you are registered for BI 410. However, if you are graduating at the end of the term, the report must be submitted by the Friday of the 7th week.

**Submit form and reports to:
Biology Program Office (2042 Cordley Hall)**