

# Biology Internship Guidelines

Biology majors are encouraged to seek out and participate in internship opportunities that have a clear biological focus. An ISU biology faculty member must approve the internship experience as being appropriate and serve as the responsible faculty member for awarding Biology 494 credit. The arrangements for earning Biology 494 credit must be made prior to the internship experience. Students may receive credit in Biology 494 for participation in an internship experience, regardless of whether they are paid for their time commitment during the internship. Students are typically registered for the Biology 494 credit(s) during the semester immediately following the internship in order to fulfill the requirements listed below. It is important to note that Biology 494 credit is not awarded for doing the internship; it is awarded for additional activities that increase the value of the internship. Students may earn 1 to 3 credits for an internship experience.

To arrange a Biology 494 experience, the student and the responsible Biology 494 instructor must both sign a contract (download a PDF from the Biology Program website or available in the Bessey Student Services Office, 103 Bessey Hall) and file the signed contract with the Student Services Office. The contract will detail the agreement between the student and the faculty member concerning number of credits and due dates.

A minimum of 45 hours of internship experience must be completed, to be eligible for each ISU credit hour. In addition, the student must provide the Student Services Office with a brief description (1 - 2 paragraphs) of the internship upon completion of the internship experience. This description must include contact information for the organization providing the internship.

To receive one credit, the student must keep a daily journal of internship activities and submit it to the Biology 494 instructor by the specified due date.

Students may receive 1-2 additional credits for the satisfactory completion of either or both of the following options (one credit for each):

1. Making an oral presentation (typically to a student club, e.g., the Biological Sciences Club) or poster presentation summarizing the experience and detailing the scientific foundation and results of the experience.
2. Completing and submitting a paper (approximately 10 pages with 10 references) detailing the scientific foundation of the work as well as the student's personal contribution to the work. The acceptable format for the paper will be determined by the Biology 494 instructor.

Grading of Biology 494 credits is limited to S/F. Students may use a total of no more than 7 credits in Biology 393, 394, 490, 494, and 495 combined to fulfill their requirement for 17-20 credits in advanced biological science courses.

## BIOLOGY INTERNSHIP CHECK LIST

1. Identify a suitable internship opportunity.
2. Identify a biology faculty member to serve as the Biology 494 instructor.
3. Sign a contract with a Biology 494 instructor specifying the number of credits (1-3) and due dates.
4. Participate in the internship experience (at least 45 hours per credit earned).
5. Register for Biology 494 during the semester immediately following the internship experience.
6. Satisfactorily complete the post-internship activities specified by the number of credits selected.