

BI 410 INTERNSHIP INSTRUCTIONS

This form is for Biology and Zoology majors only. Students should read the BI 410 Internship Instructions carefully, particularly related to the assignments and due dates. This form cannot be used to approve medical experiences. It is also not intended for students participating in internships abroad which receive INTL credit through OSU Education Abroad if they are approved programs. OSU students are prohibited from signing an employer/organization's hold-harmless or indemnity agreement on behalf of OSU and students should not sign these agreements as a condition to accepting an internship. For questions, call 541-737-2993, stop by Cordley 3029 or see the information at <http://oregonstate.edu/internships/internship-overview>.

Credit can be awarded to Biology or Zoology students involved in academically relevant internships in business, government, non-profits or other organizations. Internship credit is not required to participate in an internship and many students do not seek credit. Students who elect to take Internship credit incur regular tuition costs and must complete all the steps outlined below. Students are assigned credit based on their major and the number of hours they are involved with a project. As with other coursework, one hour of credit represents 30 hours of focused academic work (three hours each week for 10 weeks). Credit is not awarded retroactively for work done previously, but a full-time internship lasting one term or one summer (forty hours each week for ten weeks), where all the work is academic in nature, could earn up to 12 credits. Internship credit is graded on a pass/no pass basis and is designed to achieve the following outcomes:

- Exploration of academic areas and careers in the life sciences.
- Development of new scientific skills and methods and/or application of scientific skills and methods learned in courses.
- Development of written, verbal and/or interpersonal skills in a professional environment.

Students may pursue any internship position they choose, but the Biology Program and Zoology Department reserve the right to deny credit for any internship they feel is exploitive and/or not academically relevant.

To be considered for internship credit students must complete steps 1-5:

1. **Identify an Internship:** It is the student's responsibility to find an internship that is appropriate to his/her interests, knowledge, skills, educational objectives, and schedule. Not all internships or interests will be appropriate for BI 410 credit. Some information on possibilities is available at <http://ib.oregonstate.edu/professional/research-internships> and through the listserves. OSU Global Opportunities has approved IE₃ Global Internships <http://ie3global.oregonstate.edu/index.html> which receive INTL credit through their office. OSU does not award credit for other international experiences outside of OSU GO. Students should also discuss their ideas with their Biology or Zoology advisor.
2. **Complete and submit the BI 410 Internship Approval Form:** At the beginning of the term the internship takes place in, the student must submit the approval form found at <http://ib.oregonstate.edu/professional/research-internships> to Cordley 3029 or FAX it to 541-737-0501. Credit will not be awarded retroactively for internships completed in past terms.

3. **Register:** If approved, a computer authorization will be submitted for credits appropriate to your major (BI or Z) and you will be contacted by email to register. After receiving notification, register for the approved number of credits.
4. **Written Assignment:** A written report in THREE parts is required for all internships:
 1. Write one paragraph explaining their internship to an English major including description of the project and the outcome(s). If the project is research-based, the description should also include the research questions and hypotheses **and**
 2. Write one paragraph explaining what they learned about the area of biology or zoology they worked in and how the internship has influenced their career goals **and**
 3. The last section of the report can take one of four forms:
 - i. A laboratory or field notebook including hours worked and a DETAILED log of all tasks performed, or a DETAILED journal of internship activities and hours worked if it was not research based.
 - ii. A scientific report or paper produced as a result of the internship.
 - iii. Another product produced as a result of the internship (e.g. poster, brochure, website). The type of product to be submitted in these cases must be agreed upon by the student, employer and Department or Program prior to registering for internship credit.
 - iv. A paper (five to ten double-spaced, typed pages) describing the internship and accomplishments.
5. **Written Evaluations:** Submit the BI 410 Internship Student Evaluation and have your supervisor submit the BI 410 Internship Supervisor Evaluation. Forms can be found at Cordley Hall 3029 or <http://ib.oregonstate.edu/professional/research-internships>.

Due: The written assignments and evaluations above are due the Friday of dead week (10th week) in the term you are registered for BI/Z 410. If you are graduating at the end of the term, the report must be submitted by the Friday of the 6th week. Please return the signed forms and other assignments in one of the following ways:

Mail: 3029 Cordley Hall, Corvallis OR 97331
Fax: 541-737-0501
E-mail: ib@science.oregonstate.edu