

BI 410 INTERNSHIP INFORMATION/INSTRUCTIONS

Credit can be awarded to Biology or Zoology students involved in domestic (U.S only, not international), academically relevant activities in business, government, non-profits or other sectors outside of OSU. The exception to this can be Colorado where requirements for worker's comp insurance can be a barrier (contact ib@oregonstate.edu if considering a Colorado internship). Relevant experiences may be paid or unpaid, but they must provide opportunities for students to be actively involved in relevant work, and passive activities such as shadowing do not qualify. Not all internships will be appropriate for credit, and the Department of Integrative Biology (IB) reserves the right to deny credit for any internship they determine to be exploitative and/or not academically or professionally relevant. OSU students participating in internships are prohibited from signing an employer/organization's hold-harmless or indemnity agreement (liability waivers) on behalf of OSU or Integrative Biology. For questions, talk to your advisor, call 541-737-2993, or email ib@oregonstate.edu.

Internship credits are not required, but Biology and Zoology students may apply up to three credits of BI 410 Internship to their major (and potentially more toward the 180 credits for graduation). Students select the number of internship credits they wish to apply for based on the number of hours involved in a in their experience, but all BI 410 Internship credits incur regular OSU tuition costs. One hour of credit requires 30 hours of effort (e.g. three hours each week for 10 weeks), and the credits are repeatable for up to 12 credits. A full-time internship lasting one term (forty hours each week for ten weeks) could earn up to 12 credits in one term. Credit is not awarded retroactively for previous work (see below).

The BI 410 course engages students in a variety of reflective course assignment to support them optimizing their internship experience. The BI 410 CANVAS course assignments need to be completed weekly during the internship, so students must have weekly internet access. The internship must also substantially overlap the OSU academic term they plan to enroll as BI 410 is an actual course that runs in parallel with the internship. The BI 410 internship course is designed to achieve the following outcomes:

- Demonstrate knowledge of professional communication strategies for email and meetings.
- Describe the importance of professional connections and how to maintain professional networks via LinkedIn or other technologies.
- Describe various models of team dynamics and how they informed the internship experience.
- Describe the difference between feedback and reflection and analyze how feedback during the internship informed the experience.
- Describe growth mindset and resilience and analyze how these concepts informed how internship challenges and opportunities were navigated.
- Communicate accomplishments and skills developed through the internship to future employers via a LinkedIn profile.
- Describe how the internship experience developed ideas related to future careers directions.

Internship steps:

1. **Identify and apply for an internship:** It is the student's responsibility to find an internship appropriate to their interests, knowledge, skills and schedule, but possible leads can be found on the Biology and Zoology listserv or at <http://ib.oregonstate.edu/professional/research-internships>.
2. **Complete and submit the BI 410 Internship approval form before the internship begins:** Students must submit the approval form found on the back of this document to ib@oregonstate.edu before the end of the first week of the term.
3. **Register for the approved number of credits:** If approved, students will be contacted by email to register. The student must register for the approved number of credits according to regular OSU registration deadlines.
4. **Complete assignments and hours:** BI 410 Internship credit is graded pass (P) / no pass (N) and requires completion of all assignments and the required hours at the internship site. All assignments and their due dates are listed in CANVAS. Students in their final term at OSU must be caught up on all assignments by the Friday of week 6 so the instructor can submit preliminary grades. Requests for incomplete grades need to be made immediately. Any agreement to resolve an incomplete must include a realistic plan for completion in one year.

BI 410 INTERNSHIP APPROVAL FORM

This form is for Biology and Zoology students participating in domestic internships only. Approved OSU/IB international internships <https://ib.oregonstate.edu/professional/international> receive INTL 410 credit through OSU GO instead.

Student:

Name _____ OSU ID # _____
Major _____ Professional Goal(s) _____
Oregon State e-mail _____ Phone _____

Internship Site and Supervisor:

Name and Title of Internship Supervisor _____ E-mail _____
Organization Name and website _____ Phone _____

Internship Title: _____

Description of project and specific intern duties (a printed description may be attached):

Internship Hours/Credits:

Project Period (start and end dates) _____ Work hours per week _____ Weeks of work during 10-week term _____

Term you will enroll in BI 410 _____ Number of credits requested (up to 3 count for your major)
(max credits = work hours x total hours x 10 weeks)

Will you be a graduating senior in your final term when registered for BI 410? Yes No

Supervisor's Signature _____ Date _____ Student Signature _____ Date _____

Approval: _____
Approved Integrative Biology Representative _____ Date _____

Major checked _____ Graduating senior checked _____ Override entered _____

Submit form to ib@oregonstate.edu