

## I. Department of Biology - Internships

Biology Internship is an educational program between a major in the Department of Biology in the College of Science at Texas A&M University and approved collaborators who furnish facilities and instruction to help students improve their skills and knowledge.

### Course Description

**Biology–BIOL 484–Internships (4-8 credit hours)\*-Maximum of 4 hrs in 1 semester.**

The course provides academic credit and supervised experience related to the student's professional interest.

### Course Objectives

1. To provide an opportunity for an off-campus learning experience relevant to the student's educational program.
2. To permit student's independent exploration of their areas of interest.
3. To assist students in establishing career goals related to their specific interest and professional aspirations.
4. To increase motivation for their chosen area by integrating prior classroom instruction with planned and supervised practical experience.
5. To prepare for employment in a biologically-related occupation through training and professional experience.
6. To make students aware of additional training/experience/courses necessary to reach their career goals.

### Eligibility

This course can be used as either a major's directed elective or as a free elective. It is available to students each regular semester and during summer. The course is limited to students who have Junior or Senior classification and a cumulative grade average 2.00 or higher overall and in their major.

### Operational Principles

The student internship concept, as practiced by Texas A&M University's Department of Biology, has the following operational and philosophical principles:

1. That each student intern shall have well-defined work activities that are regarded as worthwhile by the cooperating agency.
2. That each intern shall develop specific learning objectives that can be readily

identified and reviewed periodically throughout the work period.

3. That each intern shall be supported by an academic advisor and a cooperating agency representative. The roles of these individuals are assisting with task identification, establishing learning objectives, carrying out the task, counseling the intern, and carrying through with ideas and projects initiated.

4. That each intern contract as an independent agent with the cooperating agency to do the work and pursue the learning objectives.

5. That each intern assess the work of the internship experience in a non-school setting and produce a final report for the academic advisor addressing the items in Appendix C.

### Enrollment Procedures

1. Prior to the beginning of the semester in which the internship is to be taken, the student must arrange a personal or telephone interview with a representative of the cooperating agency. The student's academic advisor and the agency representative must determine whether an available position will provide an experience that supports the student's academic and career objectives. Further, they should be assured that the student's interest and academic preparation will satisfy the demands of the cooperating agency.

2. On approval of the agency representative, and with the work description or schedule of anticipated activities, the student will submit the "Plan for Internship" (Appendix A) to 107 Butler. At that time, the Internship Agreement will be completed.

3. The student will proceed with registration for the BIOL 484 following the registration instructions issued for the respective semester.

4. Provided the internship is located in a city outside of the Bryan-College Station area, the student register In-absentia to avoid paying fees for campus services and facilities.

5. Tuition MUST be paid as indicated in the class schedule book or the course will automatically be canceled.

### Grading Statement for Proposed Biology 484 (Internship) Course

Grades for internships will be dependent on three factors. The primary basis for the grade will be derived from the person responsible for overseeing the project. This person will determine whether the student has grasped the overall biological concepts involved in the project and will evaluate the student's diligence in research activities. Secondly, the student will be evaluated based on how much of the project was completed. This will be measured against the written account of what work was proposed by the student at the time of application. Finally the student's written report or published paper, that will be turned in at the end of the project, will be evaluated and will contribute to the grade received.

**APPENDIX A**  
**PLAN FOR INTERNSHIP PROGRAM**

**BIOLOGICAL INTERNSHIP PROGRAM**

Department of Biology  
College of Science  
Texas A&M University  
107 Butler Hall  
College Station, TX 77843-3258

**Plan for Internship Program**

Student's Name \_\_\_\_\_ UIN \_\_\_\_\_

Student Email \_\_\_\_\_

Local Address \_\_\_\_\_

Local Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

City	State	Zip Code
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Academic Advisor \_\_\_\_\_

Credit Hours Completed \_\_\_\_\_ Cumulative Grade Point Average \_\_\_\_\_

Supervising Agency \_\_\_\_\_

Agency's Address \_\_\_\_\_

Street

\_\_\_\_\_

City	State	Zip Code
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Agency's Phone Number \_\_\_\_\_

Type of Enterprise \_\_\_\_\_

Date and Duration of Internship \_\_\_\_\_

Internship Position Title \_\_\_\_\_

Internship Responsibilities \_\_\_\_\_

Number of Credit Hours to Receive \_\_\_\_\_

I agree to prepare a detailed, type-written, final report explaining my internship activities and to include any suggestions for improvement of the program. The report is to be submitted to the academic advisor. I will submit the report by \_\_\_\_\_

Date

\_\_\_\_\_  
Student's Signature

I have reviewed this Plan for Internship and find it consistent with the student's educational objectives.

\_\_\_\_\_  
Academic Advisor

Date

The cooperating agency agrees to provide the student an opportunity to obtain actual experience in the areas outlined above. The student's immediate supervisor will be

\_\_\_\_\_  
Name

Title

who agrees to evaluate the efforts of the student and forward an evaluation to the academic advisor on termination of employment.

\_\_\_\_\_  
Representative of  
Cooperating Agency

Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

State Zip Code

\_\_\_\_\_  
Business Phone Number

**APPENDIX B**  
**GUIDELINES FOR THE STUDENT'S FINAL REPORT**  
**BIOLOGICAL INTERNSHIP PROGRAM**

Department of Biology  
College of Science  
Texas A&M University  
107 Butler Hall  
College Station, TX 77843-3258

**Guidelines for the Student's Final Report**

An internship experience is much more than a job. It is a valuable portion of your educational program in preparation for a professional career. For us to evaluate your progress and the outcome of your internship program, a report is needed from you describing what you have received during your internship. The preparation of this report will also help you evaluate your professional development leading to your career goals. Your report must be received by your academic advisor prior to the last class day of the semester. Reports are to be sent to the Department of Biology, College of Science, Texas A&M University, 107 Butler Hall, College Station, TX 77843-3258.

Final Report

During the latter part of the internship program or during the final two weeks of the semester whichever comes first, a detailed type-written report is required. It should reflect an evaluation of the complete internship program. The final report should include:

1. A record of the significant activities (not a daily log, but an executive summary of major activities).
2. A description of the organizational structure and function of the cooperating agency or firm sponsoring your internship. Describe your responsibilities and indicate your assignment within the overall organizational structure.
3. A research report describing your research in an accepted journal format. If a publication resulted from your research this will substitute for the report.
4. An appraisal of the internship program relative to your interest and career goals.
5. Your suggestions and recommendations to other students who might wish to pursue an internship with your cooperating agency.
6. Changes you plan to make due to the internship experience (i.e. courses to take, career plan changes, etc.).

In addition to the specific points to be addressed in the final report, you may describe any other observation or experiences not specified above. Your supervisor should be given the opportunity to review your report before it is given to the academic advisor. This procedure will help to avoid release of any confidential or restricted information from your employer's point of view.

**APPENDIX C**  
**SUPERVISOR'S EVALUATION OF STUDENT**  
**PERFORMANCE DURING INTERNSHIP PROGRAM**

**BIOLOGICAL INTERNSHIP PROGRAM**

Department of Biology  
 College of Science  
 Texas A&M University  
 107 Butler Hall  
 College Station, TX 77843-3258

**Supervisor's Evaluation of Student's Performance**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Job Title of Internship Position \_\_\_\_\_

Supervisor Making  
 Rating \_\_\_\_\_  
 Name \_\_\_\_\_

\_\_\_\_\_  
 Title Telephone Number

We would appreciate your cooperation in rating this student in terms of his or her performance on internship placement in our agency. Your response will help the academic advisor in assigning a letter grade and identifying areas requiring attention in the student's continuing professional development. Thank you for your cooperation.

Criteria	Rating (check one)			
A. <u>Personal Characteristics</u>	Excellent	Good	Fair	Unacceptable
1. Cooperates with management				
2. Cooperates with other workers				
3. Willingness to work				
4. Dependable				
5. Honest				
6. Professional ethic behavior				

	Excellent	Good	Fair	Unacceptable
A. <u>Personal Characteristics (cont'n)</u>				
7. Shows initiative				
8. Appearance				
9. Personality				
10. Motivation				
11. Accepts supervision				
12. Accepts constructive criticism				
13. Punctuality and attendance				
14. Professional attitude				
B. <u>Skills</u>				
1. Shows leadership ability				
2. Communication - speaking				
3. Communication - writing				
4. Shows mechanical ability				
5. Learns new operations easily				
6. Adaptable to variety of jobs				
C. Potential for career in this professional industry				

Please circle the letter grade that you believe the student should receive for his or her performance during this internship

A B C D F

- Was the student adequately prepared to work in your program?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Somewhat \_\_\_\_\_

List the areas of adequate preparation and the areas where additional preparation would have improved the student's capability of working in your agency.

- How did the student demonstrate his or her acceptance of responsibility for program planning and implementation?
- In your opinion, what are the student's areas of greatest strength and areas that need improvement?
- Did you get your money's worth from this student? (i.e. Was their contribution to your organization worth at least as much as you paid them?)  
Yes \_\_\_\_\_ No \_\_\_\_\_ Somewhat \_\_\_\_\_

- 5. What recommendations do you have to include in this student's academic program to more adequately prepare the student for future professional roles?
- 6. Would you be willing to have a similar person for another internship at your agency?  
Yes\_\_\_\_\_No\_\_\_\_\_Somewhat\_\_\_\_\_
- 7. Additional comments.

8. If you have questions regarding this evaluation form, please contact the student's academic advisor by calling (979) 845-3116.

When completed, return this form to:

Internship Supervisor  
Department of Biology  
College of Science  
107 Butler Hall  
Texas A&M University  
College Station, TX 77843-3258  
Fax: (979) 845-1572

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervising Agency