

BIO 497  
In-Service Training in Biology  
Departmental Policies and Guidelines

BIO 497 provides Biology majors with the opportunity to receive course credit by participating in a biological internship conducted outside of the university, such as at an industry or governmental agency. In addition to the policies stipulated in the School of Arts and Sciences Internship Application Form, biology students enrolled in BIO 497 must agree to the following policies and procedures set by the Department. This signed form must accompany the School of Arts and Sciences Internship Application Form submitted to the Dean of the School of Arts and Sciences. **Forms must be signed by both the external and internal supervisors and submitted to the biology department student research oversight committee (BDSROC) by the due dates\* outlined below. If approved, the BDSROC will submit both forms to the biology department chair for approval. The biology department chair will not approve BIO 497 requests that have not first received approval from the BDSROC.**

**DUE DATES to BDSROC\*:**

- **Summer/Fall: full semester or first 8 week term: first Monday in May**
- **Fall: second 8 week term: first Monday in October**
- **Spring: full semester or first 8 week term: first Monday in December**
- **Spring: second 8 week term: first Monday in February**

Internship Oversight

The biology department student research oversight committee will review all applications for participation in a BIO 497 internship. The committee will determine whether or not the proposed internship project falls within the scope of biology and ultimately approve the proposed project. During the course of the internship, a designated biology faculty member shall oversee each student's internship training. If the student has not selected a biology faculty member to supervise the internship, the committee will also recommend specific faculty members to the student. Responsibilities of the faculty supervisor include:

1. Obtaining mid-semester and final (end of the semester) progress reports and overall evaluations from the internship supervisor at the external agency;
2. Monitoring the progress of the student throughout the internship by reviewing weekly blog entries posted by the student on the BIO 497 Blackboard site;
3. Advise in the creation of the final poster submitted by the student at the completion of the internship experience;
4. Attend the symposium and evaluate the presentation of the final poster;
5. Assigning a grade to the BIO 497 internship.

### Student Responsibilities

In addition to the duties and responsibilities set forth by the internship supervisor at the external agency, all students enrolled in BIO 497 must:

1. Complete a minimum of 135 contact hours (approximately 9 hours per week for a 15-week semester).
2. Contribute a weekly blog entry posted to the BIO 497 Blackboard site that describes the activities completed that week and/or progress made in the internship project.
3. Prepare and present a final poster that summarizes the internship project and highlights major accomplishments, contributions, and findings resulting from the internship experience. The poster will be presented at a symposium at the end of the semester to an audience of biology faculty members and students.

### Grading

Internship grades will be determined based upon the following factors:

1. Quality and completion of weekly blog entries on the BIO 497 Blackboard site;
2. Quality and completion of the final poster;
3. Evaluative feedback provided by the internship supervisor at the external agency.

Student Name: \_\_\_\_\_

***I agree to the policies and procedures required for completion of a BIO 497 internship as described in this document.***

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

External Supervisor's Information:

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Faculty Supervisor Name: \_\_\_\_\_

Faculty Supervisor Signature: \_\_\_\_\_

*The biology department student research oversight committee has reviewed the proposed project and approves the student's BIO 497 internship.*

Committee Member Name: \_\_\_\_\_

Committee Member Signature: \_\_\_\_\_