

## **BIOLOGICAL SCIENCES INTERNSHIP – BIOL 595**

**GENERAL INFORMATION** – BIOL 595, or Graduate Internship, offers practical experience in the biological sciences with an approved employer or faculty research mentor to help graduate students with career development. The practical experience can come from working with a professional in a career track, including healthcare, industry, or research; working with a state, federal, or private agency; or working with biology educators. The graduate student must make initial contact with the individual, agency, or company with whom s/he will do the internship. The graduate student arranges his/her schedule with a supervisor and is responsible for completing the work assigned by the supervisor. Sixty contact hours are required per credit hour, and a report is due at the end of the term. The internship experience is graded as pass/fail (or S/U), and all requirements must be met to earn a satisfactory rating.

### **PREREQUISITES**

- Written proposal (1-2 pages describing internship objectives) submitted to Department Chair (Dr. Ranessa L. Cooper, [RL-Cooper@wiu.edu](mailto:RL-Cooper@wiu.edu)) at least two weeks in advance of the start date of the proposed internship.
- Permission of the graduate student's research committee
- Permission of Department Chair
- At the registration meeting with the Department Chair, the graduate student will review and sign an internship agreement to accept the internship requirements as outlined below.

### **REQUIREMENTS\***

- One to 12 hours of credit can be earned
- For each semester hour of credit, the graduate student must complete 60 hours of internship work.
- The student must arrange for the on-site supervisor to send a letter or e-mail to the Department Chair documenting the total number clock hours worked during the internship.
- A report is due to the Department Chair at the end of the term.
  - Report format
    - Title page
    - Body of paper
      - 4-6 double-spaced pages (using 12-point font and 1" margins) describing the work activities and what the student learned that s/he could not have obtained in a traditional class
      - Concluding paragraph that indicates how the experience helped develop career goals or objectives
      - If appropriate, a literature cited section
      - If a research project, follow guidelines for writing a scientific article/report

\*If the requirements are not completed by the end of the term, the student will receive an incomplete (I). The "I" will become a "U" if requirements are not met by the ninth week of the following term.