

Frequently Asked Questions about BIOLOGY 3996: INTERNSHIP IN BIOLOGY

Biology 3996, Internship in Biology, is a course arranged between a student, a full-time or active part-time faculty member of the UMD Biology Department, and an external employer involving work in a special field of Biology. A student may receive a salary for the internship as arranged with the employer; this does not affect the student's ability to gain credit for the internship. Working for the employer is not, by itself, grounds for internship credit. The work experience must involve learning biology at a level comparable to that in an upper-level Biology course and to an extent commensurate with the credit to be earned. After the conclusion of the internship, a detailed written report of the learning experienced must be found acceptable by the faculty sponsor before a passing grade would be assigned. The faculty sponsor may also require "mid-term" reports during the course of the internship.

How do I apply for BIOL 3996?

You must submit the following to the Biology office (207 SSB):

1. The BIOL 3996 application form (reverse side);
2. a typed proposal that describes the internship activities and responsibilities;
3. a current (unofficial) transcript;
4. and you must be making satisfactory progress toward a degree before a request can be considered.
- 5. Your request must be submitted at least two weeks before the start of the semester.**

How is BIOL 3996 graded?

The course is graded S-N and the final grade for the course will be determined by the faculty sponsor and will be based on the quality of a report submitted to the faculty sponsor by the end of final exams week during the semester in which the credits are being earned. The report must include 1) the activities carried out during the internship, and 2) how the internship strengthened the student's education in biology. If the report is not in by this date, an Incomplete may be assigned

http://www.duluth.umn.edu/vcaa/documents/incomplete_grade_form.pdf

How many credits can I earn for BIOL 3996?

BIOL 3996 can be taken for either 1 or 2 credits per semester. A maximum of 1 credit of BIOL 3996 may be used toward the elective requirements of the Biology major or the Cell and Molecular Biology major, and a maximum of 2 credits may be used toward a student's overall degree. The number of credits requested (1 or 2) must be clearly justified in the proposal. A total of at least 100 hours must be spent performing the internship for 1 credit, or at least 200 hours for 2 credits.

BIOL 3996 Internship in Biology Application

To the student: Complete the form below, including signatures from your academic advisor, Biology faculty sponsor (if different than your advisor), and your direct supervisor at the internship. Then append the form to your proposal and a current transcript and submit them to the Biology Department office (207 SSB), who will route your request within the Department. If approved, you will be given an override number to register for the course. **Your request must be submitted at least two weeks before the start of the semester.**

REQUEST TO REGISTER FOR BIOL 3996: INTERNSHIP IN BIOLOGY

Student name (Please Print) _____ **ID number** _____

E-mail _____ **Phone** _____

Major _____ **Minor** _____

Total credits completed _____

Semester and year for which registration is requested _____

Number of BIOL 3994 credits requested: Circle one: 1 2

Do you want to apply these credits to the Cell and Molecular Biology major? _____

Name and location of employing organization _____

Name and job title of direct work supervisor _____

Phone and e-mail of direct work supervisor _____

Have you taken Biol 3996 before? _____ **When, and how many credits?** _____

What was the title of your previous internship? _____

APPROVED BY:

Academic Advisor _____ **Date** _____

Biology Faculty Sponsor _____ **Date** _____

Direct Work Supervisor _____ **Date** _____

Director of Undergraduate Studies _____ **Date** _____

Biology Department Head _____ **Date** _____