

Department of Biological Sciences

BIO 195-INTERNSHIP PETITION

Student's Name:	Semester:	Yr:			
Address:	Class level: (circle one)				
Telephone # :	Fr	Soph	Jr	Sr	Grad
Student I.D. #:	No. of units:	1	2		

DESCRIPTION OF COURSE CONTENT

Student's Signature: _____ Date: _____

Agency Sponsor (please print)	(2) Biology Faculty Sponsor's Signature
(1) Agency sponsor's signature	(3) Biology Department Chair's Signature
Agency telephone No.	

INSTRUCTIONS:

This form must be completed during the first **TWO** weeks of the semester. Obtain all three signatures. Submit the completed form to the Department Secretary of the Department of Biological Sciences. Students must sign the form on the back of this sheet. Thank you.

COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

Health and Safety Guidelines for Off-campus Learning Experiences (Internships, Cooperative Education, Service Learning)

- A. Students must be informed by the host organization of any foreseeable personal health or safety risks that may be inherent in an off-campus learning experience.
- B. It is the student's responsibility to ask the host organization about any potential personal health or safety risks. It is also the student's responsibility to comply with the host organization's health and safety requirements.
- C. Students are responsible for any pre-placement health and safety preparation and must participate in such preparation when it is offered by the host organization.
- D. The University does not assume liability for students participating and does not provide liability or medical coverage for participants in the above-mentioned off campus learning experiences. Students should be advised that they can purchase secondary medical insurance through ASI.
- E. No University employee (management, staff, or faculty) shall sign a "hold harmless and indemnification" agreement from a host organization.

I am clearly aware, have read, and have received a copy of the above guidelines prior to my participation in any off-campus learning experience and agree to abide by the conditions therein.

Name (Type/Print)

SSN

Signature

Date

The signed original of this form is to be retained for a minimum of three years in the office of the sponsoring NSM department, and a copy is to be given to the student.

Policy Guidelines for BIO 195 Internship in the Department of Biological Sciences

I. Goals and Objectives

The purpose of an internship is to provide the opportunity for Biological Sciences majors to have a supervised work-learn experience in a public or private agency in a career area that is related to the student's majors. To be a valid learning experience the internship should (1) enrich and reinforce the academic program of the student, (2) take place under adequate supervision, (3) permit evaluation of the experience, (4) allow the student to integrate knowledge and apply concepts learned in the classroom, and (5) demonstrate the relationship between the student's academic program and the world of work.

II. Qualifications

This program is limited to upper division or graduate majors in the Department of Biological Sciences who have the necessary background to perform the tasks involved with the particular internship.

III. Nature of the Work

The work involved in an internship should be similar to that expected of full-time employees of the agency. The intern is expected to put in 40 volunteer contact hours per unit of credit.

IV. BIO 195 Petition

The student is responsible for submitting the completed 195 petition to the department's secretary. This petition includes (1) a brief description of the work to be performed by the student intern, and (2) signatures of the supervisor from the sponsoring agency, the sponsoring professor from the Biological Sciences faculty, the department's chair, and the student intern. The completed petition must be filed in the department office before the student begins internship duties. **Internship credit cannot be given for past work experience.**

V. Evaluation/Grading

Internships will be graded Credit/No Credit. (1) A written evaluation will be submitted by the supervisor from the sponsoring agency to the sponsoring professor (2) who will submit the grade.

VI. Limitation of Credit

No more than two units from BIO 195, 197, and 199 combined can be applied to the Biological Sciences upper division major requirements. Units received for BIO 195 will not count toward the 30 units for the Master's Degree.