Alfred University

McComsey Career Development Center

College of Liberal Arts and Sciences
Biology Internship Program

The following general internship guidelines describe the objectives for an internship in Biology coordinated through the Career Development Center. This guide provides the details, procedures, responsibilities, and roles for the student, the coordinator of Experiential Education, the faculty advisor, and the site supervisor.

Introduction

A Biology internship in a pre-approved organization is an integral component of the Biology program at Alfred University. The supervised placement is intended to give the student the opportunity to apply the knowledge and skills gained in the classroom to practical settings outside the campus.

The primary objectives of an internship experience are:
1) To introduce students to work in an applied setting so that they become familiar with the organizational environment and culture;
2) To offer students an opportunity to gain relevant work experience for career development purposes;
3) To encourage students to perform research work for their host organization (possibly entailing data collection and analysis).

Internship Process

The student is required to have completed prerequisite courses, be in good academic standing, and have approval from appropriate faculty to participate in an internship.

Duration of the experience

Time spent in the internship will be determined by the academic credit for which you will register:

4 credits = 224 total hours (equivalent of 16 hours/week in the field/lab for 1 semester)
3 credits = 168 total hours (equivalent of 12 hours/week in the field/lab for 1 semester)
2 credits = 112 total hours (equivalent of 8 hours/week in the field/lab for 1 semester)
1 credits = 56 total hours (equivalent of 4 hours/week in the field/lab for 1 semester)

Actual hourly and weekly arrangements must be worked out with the site supervisor as soon as the internship is acquired and approved. During scheduled hours, the student is expected to be dressed appropriately and arrive each day on time.

The student may be expected to attend staff meetings and/or in-service training sessions. These activities are encouraged, but remain at the discretion of the site supervisor.
**Student Responsibility**

It is the responsibility of the student to prepare and have approved the internship proposal prior to submission to the coordinator of Experiential Education.

**Student Conduct**

The student must conduct himself/herself in a professional manner at all times and is responsible for understanding and conforming to the policies and regulations of the host organization. The student must never exceed boundaries of his or her role as the student, and he or she is not to exercise line or staff authority, without the express permission of his or her site supervisor. The student must complete all reports, projects, and assignments assigned by the site supervisor.

**Confidentiality**

The student must maintain absolute confidentiality concerning the organization’s operations.

**Written Work**

1. *Internship Proposal* - To be submitted once position is acquired with all signatures obtained.
2. *Activities Journal* - Detailing research, projects, and knowledge and skills gained. This is submitted bi-weekly to the Internship/Co-op Coordinator at the CDC.
3. *Timesheet* - Hours per week will be documented on a timesheet, signed by supervisor
4. *Midpoint and Final Evaluation* - Sent to and completed by site supervisor. Reviewed with student
5. *Final Learning Report* - The student will be expected to utilize secondary and original resources as well as internship experience to write this report or to present an oral talk. The nature of the final report will be decided by the student and the AU faculty advisor prior to the start of the internship.
   a. Written reports must be submitted to the Internship/Co-op Coordinator within 30 days following the completion of the internship.
   b. If the final report will be an oral presentation, the student must meet with the faculty advisor within 30 days following the completion of the internship to schedule a date for the talk. The oral presentation must take place within 90 days of the completion of the internship.
6. *Thank you letter to Site Supervisor* - A formal thank you letter will be submitted to site supervisor upon completion of the internship.
7. *Debriefing* - At the completion of the internship the student will be required to meet with the Internship/Co-op Coordinator for a debriefing session. The purpose of this session is to review the internship experience, complete an evaluation of the host organization/experience, and submit any other materials necessary to fulfill all requirements.

**Internship/Co-op Coordinator Responsibility**

The coordinator is responsible for providing assistance to both the student and site supervisor during the internship process whenever necessary, and serves as a liaison between the student, the site supervisor, and the faculty advisor.

The coordinator will make visits to the host organization when possible during the internship. The purpose of these visits is to review the progress of the student in the internship setting,
and to meet with the site supervisor concerning the evaluation of the program and of the student.

At the conclusion of the internship, the coordinator is responsible for conducting the debriefing sessions with the student and site supervisor, collecting all necessary written work and evaluations, and submitting materials to the faculty advisor for determination of student’s final grade.

Faculty Responsibility
A full-time faculty member will be assigned to the role of faculty advisor to students pursuing a Biology internship. The faculty advisor will offer assistance in identifying host organizations that are parallel to the student’s academic goals and preparation. In order for the internship to bear academic credit, the advisor must approve of the experience after reviewing its scope and potential for professional growth of the student. Upon completion of the internship, the advisor is responsible for evaluating the student’s performance and determining the final grade (Pass/Fail), based on the written work listed above.
Dr. Jean Cardinale: BIOL 485-01
Dr. Heather Zimbler-DeLorenzo: BIOL 485-02

Site Supervisor Responsibility
The site supervisor is the key to ensuring that the experience is a meaningful continuation of the student’s education. Each assignment must include a site supervisor who is full-time at the managerial level, and whose responsibilities are diverse and encompass broad areas of the entire organization.

The site supervisor must be able to allocate an adequate amount of time for occasional consultation, guidance and direction to the student as he or she progresses through the various stages of project development and implementation. The site supervisor must also provide meaningful feedback to the student and periodically review the status of the internship relative to the student’s performance. Although the process utilized in meeting these needs will be subject to the working relationship that develops between the site supervisor and the student, the following are offered as a guideline:

1. The student, in consultation with the site supervisor, should review the original internship proposal and discuss any changes (as appropriate) with the faculty advisor and coordinator within two weeks after the assignment begins.
2. A weekly meeting should be held between the site supervisor and the student to discuss progress and any problems the student is having.
3. Should the site supervisor have concerns with the student’s performance, the Coordinator should be informed immediately.
4. The site supervisor will be asked to complete a mid-point and final student evaluation form at which time he/she will assign a letter grade to be considered when the faculty advisor reviews the student file for assignment of a final grade.

Any questions should be directed to:
Jill Crandall @ The McComsey Career Development Center
Saxon Drive, Alfred, NY 14802
(t) 607-871-2164, (f) 607-871-2791
**INTERNERSHIP TIME SHEET**

*Student:* Please complete, have signed and fax to the Coordinator of Experiential Education each week. Fax: 607-871-2791. Travel time to and from the fieldwork site is not counted as time completed on site.

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<th>Student Name:</th>
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<tbody>
<tr>
<td>Internship Site:</td>
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<tr>
<td>Site Supervisor:</td>
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<td>Faculty Advisor:</td>
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<table>
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<th>Start date</th>
<th>End date</th>
<th># of credits sought</th>
<th>required # of hours/week</th>
<th>total weeks on site</th>
<th>Site Supervisor Signature</th>
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**Example**

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**Notes/Comments:**

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**Total Hours On-Site Completed**