



BIOL 2695 & 4695
Biology Internship
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Course Purpose and Objectives: The purpose of this course is to provide the student with authentic job-related experiences in a biological or biologically-related organization. This experience should expose the student to research and/or application of biological knowledge in a life sciences profession. The internship experience must be at a unit or agency approved by the School of Biology Undergraduate Curriculum Committee.

Course Objectives that each student must, at a minimum, accomplish are:

1. To become familiar with the organizational structure of the unit or agency including the role and function of staff members.
2. To become familiar with the philosophy, mission and goals of the unit or agency.
3. To become aware of unit or agency standards that assure a safe working environment.
4. To perform supervised research, analytical skills, or similar biology-related training per objectives defined by the unit or agency.

Enrollment:

BIOL 2695 and 4695 corresponds to internship positions that are **not** paid by the unit or agency, and the student can elect to complete for letter grade, pass/fail, or audit. BIOL 2695 can be counted as free elective credit towards the biology degree, and BIOL 4695 can be used as biology technical electives if taken for a letter grade.

Meeting Times: Each intern will arrange with their supervisor the internship hours per week.

For 2695 and 4695, 3 internship hours/wk correspond to 1 credit hour. In addition, meeting times between the student intern and School of Biology Instructor will be arranged at the convenience of both parties.

Course Requirements:

1. The student must apply and be selected by the unit or agency offering the internship position. Concomitant with a letter of offer from the unit or agency, a course permit will be granted.
2. Required paperwork and site safety training will be completed prior to initiating duties, per the expectations of the unit or agency.
3. Students must comply with all organizational policies and procedures during the course of the internship.
4. Students are to following the GT Honor Code, all intellectual property requirements for the organization, and engage in responsible and ethical professional practices.
5. For students registered in 2695 and 4695, the student will meet with the School of Biology Instructor three times to discuss the progress of the internship. In addition, three progress reports and a final research report, approved by the site supervisor, must be submitted to the School of Biology Instructor.

Evaluation: Students registered in 2695 or 4695 will receive a grade based upon attendance and performance in the internship (60%), progress reports (20%), and final research report (20%). The final

grade will be determined by the Georgia Tech instructor of record with consultation from the site supervisor.

Learning Accommodations: If needed, we will make accommodations for students with disabilities. These accommodations must be arranged in advance and in accordance with the ADAPTS office (<http://www.adapts.gatech.edu>).

Academic Integrity: Academic dishonesty will not be tolerated. This includes cheating, lying about course matters, plagiarism, or stealing class materials. Students are reminded of the obligations and expectations associated with the Georgia Tech Academic Honor Code and Student Code of Conduct, available online at: http://www.deanofstudents.gatech.edu/integrity/policies/honor_code.php and <http://www.deanofstudents.gatech.edu/codeofconduct>.

Guidelines for Progress Reports: Approximately each month of the semester (see T-square for exact due dates), the student should submit a 1-2 page typed progress report to include a summary of your recent activities, a reflection on the relevance of those activities to biology and public service, and your goals for the remainder of the internship. Your writing should be professional but does not need to be overly formal. This assignment is not asking for an hour-by-hour synopsis of your duties, rather a general summary that highlights your activities, perhaps including what you enjoy the most or what has been most intriguing.

Guidelines for Final Report: At the end of the semester, each student will submit a technical report of their Internship activities, written in scientific manuscript style, to their supervisor and the instructor of record. This manuscript should include the following components: Title, Executive Summary, Introduction, Methodology, Results, Discussion, and References. Specific questions regarding formatting, length, focus, etc. should be discussed with the instructor of record, and will vary according to each student's area of biological focus.