

## BIOS 2695/4695 Biology Internship Summer 2022

**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 Biological Sciences 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 be aware of and comply with 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:**

BIOS 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 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, as needed, meeting times between the student intern and School of Biological Sciences Instructor (Dr. Weigel) 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, one progress report and a final report, approved by the site supervisor, must be submitted to the School of Biological Sciences Instructor.

**Course Materials:** No specific materials are required for this course. Any materials needed should be provided by the intern employer.

**Evaluation:** Students registered in 2695 or 4695 will receive a grade based upon attendance and performance in the internship (60%), progress report (20%), and final research report (20%). The final grade will be determined by the Georgia Tech instructor with consultation from the site supervisor.

**Guidelines for Progress Reports:** Approximately mid-semester, the student should submit a 1-2 page 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. Examples are provided on CANVAS.

**Progress Report due date: June 19, 2022 by 11:59pm**

**Guidelines for Final Report:** At the end of the semester, each student will submit a technical report of their Internship activities, written in formal language (which may include scientific manuscript style or a report specific to the internship site). This document should include the minimum following components: Title, Executive Summary, Introduction, Methodology, Results, Discussion, and References. Specific questions regarding formatting, length (minimum is 5 pages excluding figures and citations), focus, etc. should be discussed with the instructor of record, and will vary according to each student's area of biological focus and site duties. Examples are provided on CANVAS.

**Final Report due date: July 26, 2022 by 11:59pm**

### **Academic Integrity**

Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. Students are expected to act according to the highest ethical standards. For information on Georgia Tech's Academic Honor Code, please visit <http://www.catalog.gatech.edu/policies/honor-code/> or <http://www.catalog.gatech.edu/rules/18/>.

Any student suspected of cheating or plagiarizing on a quiz, exam, or assignment will be reported to the Office of Student Integrity, who will investigate the incident and identify the appropriate penalty for violations.

### **Accommodations for Students with Disabilities**

If you are a student with learning needs that require special accommodation, contact the Office of Disability Services at (404)894-2563 or <http://disabilityservices.gatech.edu/>, as soon as possible, to make an appointment to discuss your special needs and to obtain an accommodations letter. Please also e-mail me as soon as possible in order to set up a time to discuss your learning needs.

### **Collaboration and Communication**

As part of your internship, you will often work in teams. However, any materials you submit must be authored by you alone or appropriately sourced via primarily literature (eg, via APA formatting) and delineating your role within a project (i.e., what is yours vs. what is from others).

Requirements of your specific internship may also include redaction of specific details in your communication. It is best that you check with your employer the level of information you are allowed to share freely and follow the employer's and Georgia Tech's standards closely.

### **Extensions and Late Assignments**

As all assignments in this course are announced on the syllabus, no late work will be allowed. Should "approved Institute activities" (e.g. field trips and athletic events) and religious observances (here: <http://www.catalog.gatech.edu/rules/4/>) interfere with submission, the student is expected to submit those assignments early and/or request documentation and reschedule directly with the professor.

### **Use of Mobile Devices**

Being connected via mobile devices is valuable in today's world. However, connectedness online can often read as disconnected at your internship. Please use discretion with mobile devices at your work and specifically ask if there are 'No-Phone Zones' or policies in your workplace.

## **Student-Faculty Expectations Agreement**

At Georgia Tech we believe that it is important to strive for an atmosphere of mutual respect, acknowledgement, and responsibility between faculty members and the student body. See <http://www.catalog.gatech.edu/rules/22/> for an articulation of some basic expectation that you can have of me and that I have of you. In the end, simple respect for knowledge, hard work, and cordial interactions will help build the environment we seek. Therefore, I encourage you to remain committed to the ideals of Georgia Tech while in this class, and realize that those ideals extend to you as a representative of Tech when off-campus.

### **Internship Progress:**

We are committed to providing a quality learning and developmental experience for each of our student-interns, and welcome your feedback on how we can improve the experience. Therefore, we will periodically check-in with both you and your employer during the duration of your internship. However, there may be occasions where you or your employer may feel the need to reach out to us. Often, this can be because expectations you jointly determined in your Student Work Plan are not being met. Usually, an informal, open and honest discussion can solve most issues. When issues arise that cannot be dealt with in a direct manor, or for which a direct conversation is insufficient, the following formal procedure for grievances and complaints exists.

#### How to Make a Complaint

To register a formal complaint, please contact Dr. Weigel in writing providing a full description of the issue and resolutions that have been attempted to date. Please include each party's full name, and the date(s) of any events.

#### What Will Happen Next

Upon receipt, you will receive an acknowledgement of your complaint. We may contact you for further information. You will receive a formal response within five working days to your complaint. Any further required action taken will be determined on a case-by-case basis.

#### Misconduct and Major Grievances

If the complaint involves an allegation of misconduct or gross misconduct by you, your employer or another staff member with whom you work, we will contact you immediately and ensure that you do not have any further contact with that individual. This may be done in conjunction with your supervisor and/or HR at their unit or agency. Due to the nature of such complains, we cannot promise confidentiality, but we aim to keep matters private.

It is important to recognize that we all work as a team and establishing positive, cordial and professional relationship is very important in helping avoid major issues that lead to major grievances.

#### Achieving Resolution

If satisfactory resolution of an issue does not occur, a written, formal complaint should be directed to Dr. Spencer, Associate Chair for Undergraduate Education at [Chrissy.Spencer@biosci.gatech.edu](mailto:Chrissy.Spencer@biosci.gatech.edu). This is action is requested to occur only after sufficient time and all resolution options have been exhausted.

All complaints and grievances will be kept on file along with resolution outcome for a period of five years. Note that grievances lodged against you may affect your current and/or future ability to participate in the internship program.

**As participants in the internship program, you are expected to discuss and share this syllabus, particularly the course objectives and internship progress sections, with your employer.**

## Campus Resources for Students

In your time at Georgia Tech, you may find yourself in need of support. Below you will find some resources to support you both as a student and as a person.

### Academic support

- Center for Academic Success <http://success.gatech.edu>
  - 1-to-1 tutoring <http://success.gatech.edu/1-1-tutoring>
  - Peer-Led Undergraduate Study (PLUS) <http://success.gatech.edu/tutoring/plus>
  - Academic coaching <http://success.gatech.edu/coaching>
- Residence Life's Learning Assistance Program <https://housing.gatech.edu/learning-assistance-program>
  - Drop-in tutoring for many 1000 level courses
- OMED: Educational Services (<http://omed.gatech.edu/programs/academic-support>)
  - Group study sessions and tutoring programs
- Communication Center (<http://www.communicationcenter.gatech.edu>)
  - Individualized help with writing and multimedia projects
- Academic advisors for your major <http://advising.gatech.edu/>

### Personal Support

Georgia Tech Resources

- The Office of the Dean of Students: <http://studentlife.gatech.edu/content/services>; **404-894-6367**; Smithgall Student Services Building 2<sup>nd</sup> floor
  - You also may request assistance at [https://gatech-advocate.symplicity.com/care\\_report/index.php/pid383662?](https://gatech-advocate.symplicity.com/care_report/index.php/pid383662?)
- Counseling Center: <http://counseling.gatech.edu>; **404-894-2575**; Smithgall Student Services Building 2<sup>nd</sup> floor
  - Services include short-term individual counseling, group counseling, couples counseling, testing and assessment, referral services, and crisis intervention. Their website also includes links to state and national resources.
  - *Students in crisis may walk in during business hours (8am-5pm, Monday through Friday) or contact the counselor on call after hours at 404-894-2204.*
- Students' Temporary Assistance and Resources (STAR): <http://studentlife.gatech.edu/content/need-help>
  - Can assist with interview clothing, food, and housing needs.
- Stamps Health Services: <https://health.gatech.edu>; **404-894-1420**
  - Primary care, pharmacy, women's health, psychiatry, immunization and allergy, health promotion, and nutrition
- OMED: Educational Services: <http://www.omed.gatech.edu>
- Women's Resource Center: <http://www.womenscenter.gatech.edu>; **404-385-0230**
- LGBTQIA Resource Center: <http://lgbtqia.gatech.edu/>; **404-385-2679**
- Veteran's Resource Center: <http://veterans.gatech.edu/>; **404-385-2067**
- Georgia Tech Police: **404-894-2500**