

**Coordinator:** Dr. Dennis Welker  
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 dennis.welker@usu.edu

**Dr. Welker's Office hours:** Biology Advising Center, BNR 101, MTWRF 11:15-12:30 and by appointment at other times.

**Student Manual and Forms for this course:**

Download from:

<https://career-services.usu.edu/pdf/Student%20Manual%20with%20Employer%20Guide.pdf>

or just the forms at: <https://career-services.usu.edu/pdf/InternshipFormsONLY.pdf>

**Registration and Work Hours:** You must be authorized to enroll in this class, to obtain authorization please contact Dr. Welker. You must work 45 hours minimum for one credit; 90 hours minimum for two credits. Note to work for two credits YOU are responsible for making the appropriate adjustments during the registration process.

*Before you can accumulate work hours, your five learning objectives must be approved by your work supervisor and Dr. Welker. This approval should be obtained by **September 6, 2016**. Keep a log of your hours and what you accomplished or worked on. These can be kept on a daily basis or at least weekly. Enjoy your experience. Please call or email me during the semester to ask questions, seek advice or just to share a great story.*

<b>STUDENT CHECK LIST</b>	
<b>Sept. 6, 2016</b>	Cooperative Education Internship Agreement ( <b>form 1</b> ) with a copy of your final five learning objectives approved by <b>September 6, 2016</b>
<b>Week of October 17th</b>	Mid-semester visit with Dr. Welker during the week of <b>October 17</b> . (If you are working outside of Cache Valley, a phone appointment will be okay). Please call 435-797-3552 or email dennis.welker@usu.edu to schedule an appointment. Obtain Poster Template and discuss poster preparation.
<b>November 14, 2016</b>	Submit Completed Poster in electronic form. Your poster will be printed later for inclusion in the Fall 2014 Undergraduate Research Symposium of the Department of Biology.
<b>December 9, 2016</b>	Ask your work supervisor to complete <b>form 2, form 3</b> and their <b>Confidential Evaluation Form</b> and to send them to Dr. Welker in a sealed envelope so that they <b>arrive in my office no later than December 9, 2016</b> .
<b>December 9, 2016</b>	Complete <b>form 4, form 5, form 6, a log of your work hours, and your final report</b> . Send them to Dr. Welker so that they <b>arrive in my office no later than December 9, 2016</b> .

### **Grading Criteria:**

50%	Supervisor evaluation and letter grade recommendation
25%	Poster describing your internship experience to be displayed at the Fall 2016 Undergraduate Research Symposium of the Department of Biology
25%	Final report

### **Poster:**

Prepare a poster that describes your internship experience. Include a title, your name, your mentor's name and company name if they agree, lots of visuals, and some text describing where you worked, what you worked on, and what you accomplished/learned. You should focus on one or two aspects of what you did. You don't need to cover all five of your objectives. A goal for your poster is to encourage other students to think about doing a similar internship. Plan on a poster size of about 36" by 36" with a light background that can be printed by the IT staff in the Biology Department. There are several posters from prior internship students in the Department of Biology first floor hallway.

### **Final Report:**

Your final report should describe what you did in your internship and discuss how you met your five objectives. Please include answers to questions from the Cooperative Education Internship Program Student Manual (you should include the number of each question next to your answer so that I can easily determine which questions you are answering). Final reports are important components of the grading in this class. I expect a well written and carefully prepared report up to 10 pages in length, be professional. A poorly written or late report *will result* in a lower grade. Use spellchecker and proofread your report!

1 credit: Answer questions 1, 2, 7, and an additional five questions of your choice

2 credits: Answer questions 1, 2, 7, and an additional ten questions of your choice

**Purpose of course:** This course is designed to provide Biology majors with a mechanism to earn credits for an internship or cooperative work experience in a biological or prehealth area that will provide them an opportunity to gain relevant experience in these professions.

**Prerequisites:** An advisor's signature or course authorization is required to take this class; contact Dr. Welker in the Biology Advising Office at 435-797-3552 to arrange this authorization.

**University Add/Drop Policies:** The last day to add this class or to drop this class without notation on your transcript is September 19, 2016. The last day to drop a class with a "W" notation on your transcript is October 31, 2016.

**The following policies as described in the USU Policy Manual will apply to this class:**

### **Academic Freedom and Professional Responsibilities (Faculty Code)**

Academic freedom is the right to teach, study, discuss, investigate, discover, create, and publish freely. Academic freedom protects the rights of faculty members in teaching and of students in learning. Freedom in research is fundamental to the advancement of truth. Faculty members are entitled to full

freedom in teaching, research, and creative activities, subject to the limitations imposed by professional responsibility.

### **Academic Integrity - "The Honor System"**

Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to establish the higher level of conduct expected and required of all Utah State University students.

*The Honor Pledge:* To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge: "I pledge, on my honor, to conduct myself with the foremost level of academic integrity." A student who lives by the Honor Pledge is a student who does more than not cheat, falsify, or plagiarize. A student who lives by the Honor Pledge:

- Espouses academic integrity as an underlying and essential principle of the Utah State University community;
- Understands that each act of academic dishonesty devalues every degree that is awarded by this institution; and is a welcomed and valued member of Utah State University

### **Grievance Process (Student Code)**

Students who feel they have been unfairly treated [in matters other than (i) discipline or (ii) admission, residency, employment, traffic, and parking - which are addressed by procedures separate and independent from the Student Code] may file a grievance through the channels and procedures described in the Student Code: [http://studentlife.tsc.usu.edu/stuserv/pdf/student\\_code.pdf](http://studentlife.tsc.usu.edu/stuserv/pdf/student_code.pdf) (Article VII. Grievances).

### **Plagiarism**

Plagiarism includes knowingly "representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes the unacknowledged used of materials prepared by another person or agency engaged in the selling of term papers or other academic materials." The penalties for plagiarism are severe. They include warning or reprimand, grade adjustment, probation, suspension, expulsion, withholding of transcripts, denial or revocation of degrees, and referral to psychological counseling.

### **Sexual Harassment**

Sexual harassment is defined by the Affirmative Action/Equal Employment Opportunity Commission as any "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." If you feel you are a victim of sexual harassment, you may talk to or file a complaint with the Affirmative Action/Equal Employment Opportunity Office located in Old Main, Room 161, or call the AA/EEO Office at 797-1266.

## **Students with Disabilities**

Students with physical, sensory, emotional or medical impairments may be eligible for reasonable accommodations in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. All accommodations are coordinated through the Disability Resource Center (DRC) in Room 101 of the University Inn, 797-2444 voice, 797-0740 TTY, or toll free at 1-800-259-2966. Please contact the DRC as early in the semester as possible. Alternate format materials (Braille, large print or digital) are available with advance notice.

## **Withdrawal Policy and "I" Incomplete Grade Policy**

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances, but not due to poor performance or to retain financial aid. The term 'extenuating' circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter a work schedule to secure employment, (4) change in work schedule as required by an employer, or (5) other emergencies deemed appropriate by the instructor.