

BIOL 4250**INTERNSHIP/CO-OP****Spring 2018****Coordinator:**

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Dr. Welker's Office hours: Biology Advising Center, BNR 101, T R 11:15-12:30 and by appointment at other times.

Student Manual and Forms for this course:

Download from: <https://www.usu.edu/career/files/uploads/PDF/CompleteManual.pdf> or just the forms at: <https://www.usu.edu/career/files/uploads/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 **January 12, 2018**. 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.*

	STUDENT CHECK LIST
January 12, 2018	The Cooperative Education Internship Agreement (Form 1) and your five learning objectives must be approved by January 12, 2018 .
March 12, 2018	Mid-semester Report due March 12, 2018 . Prepare a one or two page description of your progress to your internship objectives and provide preliminary answers to questions 1, 2 and 7 from the student manual. Review the Poster Template and discuss poster preparation with Dr. Welker.
March 26 , 2018	Submit a preliminary draft of your poster and a 100 word summary of your internship. The summary will be used in conjunction with the undergraduate Research Symposium. (Your summary and final poster will be requested by the symposium organizer for inclusion in the Spring 2018 Department of Biology Undergraduate Research Symposium.)
April 27, 2018	Have your work supervisor complete Form 2, Form 3 and the Confidential Evaluation Form and send them to Dr. Welker in a sealed envelope so that they arrive no later than April 27, 2018 .
April 27, 2018	Complete Form 4, Form 5, Form 6, a log of your work hours, and your final report . Submit them to Dr. Welker so that they arrive in my office no later than April 27, 2018 .

Grading Criteria:

5 %	Timely submission of Form1 and approval of five objectives
5 %	Timely submission and quality of Mid-semester report
10%	Timely Submission and quality of Preliminary poster and internship summary
20%	Poster describing your internship experience presented at the Spring 2018 Undergraduate Research Symposium of the Department of Biology
35%	Supervisor evaluation and letter grade recommendation
25%	Final report

Your grade will reflect timely submission of these materials and their quality.

Mid-semester report:

Prepare a short report describing your progress in your internship, including a preliminary draft of your answers to questions 1, 2 and 7 from the internship manual.

Poster:

Prepare a poster that describes your internship experience for the Undergraduate Research Symposium. 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. Don't overdo the amount of text. 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 departmental IT staff. There are often several posters from prior internship students in the Department of Biology first floor hallway.

You will submit a draft of your poster and a short summary of your internship in late March. This is to provide an opportunity for feedback on your poster prior to you forwarding a final draft to the Undergraduate Research Symposium organizer.

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. Final reports are important components of the grading in this class. I expect a well written and carefully prepared report about 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 January 29, 2018. The last day to drop a class with a "W" notation on your transcript is March 22, 2018.

The following policies will apply to this class:

Academic Freedom and Professional Responsibilities

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. Faculty Code Policy #403 further defines academic freedom and professional responsibilities: [USU Policies Section 403](#)

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

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: [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 use 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

The Americans with Disabilities Act states: "Reasonable accommodation will be provided for all persons with disabilities in order to ensure equal participation within the program. If a student has a disability that will likely require some accommodation by the instructor, the student must contact the instructor and document the disability through the Disability Resource Center (797-2444), preferably during the first week of the course. Any request for special consideration relating to attendance, pedagogy, taking of examinations, etc., must be discussed with and approved by the instructor. In cooperation with the Disability Resource Center, course materials can be provided in alternative format, large print, audio, diskette, or Braille."

Withdrawal Policy and "I" 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.