

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

Dr. Welker's Office hours: LSB 332 by appointment.

Forms and materials for this course are stored on the BIOL 4250 course Canvas Site under Files:

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, follow the directions given for this on the canvas course site.

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.

*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 10, 2020**. 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.*

STUDENT CHECK LIST	
January 10, 2020	Submit your signed Cooperative Education Internship Agreement Form 1 and your five learning objectives to Dr. Welker for approval by January 10, 2020.
March 11, 2020	Submit a mid-semester report describing your progress on your internship objectives and a draft poster; follow the directions for these given on the BIOL 4250 Canvas site. These are due March 11, 2020.
April 23, 2020	Have your work supervisor complete their three evaluation forms and send them to Dr. Welker by email or in a sealed envelope so that they <u>arrive no later than April 23, 2020.</u>
April 23, 2020	Submit your three student evaluation forms, a log of your work hours, your final report and your final poster draft by email or in a sealed envelope to Dr. Welker so that they <u>arrive no later than April 23, 2020.</u>

Grading Criteria:

5 %	Timely submission of Form 1 and approval of five objectives
15 %	Timely submission and quality of mid-semester report and draft poster
20%	Poster describing your internship experience for presentation at the Department of Biology Undergraduate Research Symposium
35%	Supervisor evaluation and letter grade recommendation
25%	Final report and student evaluation forms

Mid-semester report and draft poster preparation:

Submit a two page mid-semester report on what you have accomplished up to this time. What objectives have you completed, what others have you worked on? Are you encountering any difficulties? Do you need to modify any of your objectives? Overall, what have you learned so far?

Reports should use 1.5 line spacing and eleven or twelve point font. Proofread your report!

Prepare a draft poster following the Poster Design Workshop guidelines and using the templates provided as a guide. Include a paragraph describing the nature of your internship and why you wanted to do this particular type of internship. Include lots of photos. Do not list your five objectives, instead give us an overview of the internship. Provide some idea of what you actually do in your internship. Your poster should convince other students to do similar internships. I expect you to have more than just an outline of a poster; it should be a near final draft.

Provide hard copies of both or preferably send them to me by email to dennis.welker@usu.edu

Poster:

Submit your final poster, follow the 'Poster Design Workshop guideline's and use the templates provided as a guide

You will present your poster at the next Department of Biology Undergraduate Research Symposium (either in late November (Summer and Fall internships) or in April (Spring internships).

Prepare a 100 word abstract of your project to accompany your poster.

Send your poster and 100 word abstract to me by email at dennis.welker@usu.edu.

Submit your 100 word abstract to the organizers of the Biology Department Undergraduate Research Symposium and send your final poster draft to Joe Shope (see the instructions in the Poster Design Workshop powerpoint.) if you have questions about the Research Symposium contact Dani Lawrence (dani.lawrenc@usu.edu).

Submit work supervisor and student evaluation forms and your final report:

Complete and submit the three student evaluation forms on paper or by email to dennis.welker@usu.edu

Have your work supervisor complete and return their evaluation forms on paper or by email to dennis.welker@usu.edu.

Prepare a five page final report (1.5 line spacing, eleven or twelve point font). You should describe your five objectives and why you chose to do them. Did you complete your objectives; if not, why not? Why did you want to do this internship? What have you learned? How does this internship relate to a future profession that you may pursue? How many hours did you work on this internship. Submit your final report on paper or by email to me at dennis.welker@usu.edu.

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 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

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.