Coordinator: Thayne Sweeten
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Office hours: Contact me via email to set up a Zoom appointment or to ask any questions.

Forms and materials for this course are found on the BIOL 4250 Canvas Site

Registration and Work Hours: You must be authorized to enroll in this class, to obtain authorization please contact Dr. Sweeten. 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. Sweeten to arrange this authorization.

Before you can accumulate work hours, your five learning objectives must be approved by your work supervisor and Dr. Sweeten. This approval should be obtained by Jan 26th, 2021. 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.

<table>
<thead>
<tr>
<th>STUDENT CHECK LIST</th>
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<tbody>
<tr>
<td><strong>January 26, 2021</strong></td>
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<tr>
<td><strong>March 16, 2021</strong></td>
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<tr>
<td><strong>April 26, 2021</strong></td>
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**Grading Criteria:**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>5%</td>
<td>Timely submission of Form 1 and approval of five objectives</td>
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<tr>
<td>15%</td>
<td>Timely submission and quality of mid-semester report and draft poster</td>
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<tr>
<td>20%</td>
<td>Poster describing your internship experience for presentation at the Department of Biology Undergraduate Research Symposium</td>
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<tr>
<td>35%</td>
<td>Supervisor evaluation and letter grade recommendation</td>
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<td>15%</td>
<td>Student evaluation forms</td>
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<td>10%</td>
<td>Final report</td>
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**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.

These materials are to be uploaded in Canvas in the assignments module.

**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 100-300 word abstract of your project to accompany your poster.

Submit your poster and 100-300 work abstract on Canvas.

Submit your 100-300 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 Samuel Rivera (samuel.rivera@usu.edu).

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

Complete and submit on Canvas the three student evaluation forms.
Have your work supervisor complete and return their evaluation forms on paper or by email to thayne.sweeten@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 Canvas.

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.