

# BI 410 INTERNSHIP INFORMATION/INSTRUCTIONS

Credit can be awarded to Biology or Zoology students involved in domestic, academically relevant internships in business, government, non-profits or other sectors outside of OSU. Not all internships will be appropriate for credit, and the Department of Integrative Biology (IB) reserves the right to deny credit for any internship they determine to be exploitative and/or not academically or professionally relevant. OSU students participating in internships are prohibited from signing an employer/organization's hold-harmless or indemnity agreement (liability waivers) on behalf of OSU or Integrative Biology. For questions, talk to your advisor, call 541-737-2993, or email [ib@oregonstate.edu](mailto:ib@oregonstate.edu).

Internship credits are not required, but Biology and Zoology students may apply up to three credits of BI 410 Internship to their major (and potentially more toward the 180 credits for graduation). Students select the number of internship credits they wish to apply for based on the number of hours involved in a paid or unpaid professional experience. One hour of credit requires 30 hours of effort (e.g. three hours each week for 10 weeks), and a full-time internship lasting one term (forty hours each week for ten or more weeks) could earn up to 12 credits. Credit is not awarded retroactively for previous work, and students need to sign up before the end of the first week of the term in order to receive credit for an internship that term. All BI 410 Internship credits incur regular OSU tuition costs.

## The BI 410 internship course is designed to achieve the following outcomes:

- Demonstrate knowledge of professional communication strategies for email and meetings.
- Describe the importance of professional connections and how to maintain professional networks via LinkedIn or other technologies.
- Describe various models of team dynamics and how they informed the internship experience.
- Describe the difference between feedback and reflection and analyze how feedback during the internship informed the experience.
- Describe growth mindset and resilience and analyze how these concepts informed how internship challenges and opportunities were navigated.
- Communicate accomplishments and skills developed through the internship to future employers via a LinkedIn profile.
- Describe how the internship experience developed ideas related to future careers directions.

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## Internship steps:

1. **Identify and apply for an internship:** It is the student's responsibility to find an internship appropriate to their interests, knowledge, skills and schedule, but possible leads can be found on the Biology and Zoology listserv or at <http://ib.oregonstate.edu/professional/research-internships>.
2. **Complete and submit the BI 410 Internship approval form:** Students must submit the approval form found on the back of this document to Cordley 3029 or scan and email it to [ib@oregonstate.edu](mailto:ib@oregonstate.edu) before the end of the first week of the term.
3. **Register:** If approved, students will be contacted by email to register. The student must register for the approved number of credits according to regular OSU registration deadlines.
4. **Complete assignments and hours:** BI 410 Internship credit is graded pass (P) / no pass (N) and requires completion of all assignments and the required hours at the internship site. All assignments and their due dates are listed in CANVAS. Students in their final term at OSU must be caught up on all assignments by the Friday of week 6 so the instructor can submit preliminary grades. Requests for incomplete grades need to be made immediately. Any agreement to resolve an incomplete must include a plan for completion in one year or less. All such agreements must be on file in the IB Office (Cordley 3029)

# BI 410 INTERNSHIP APPROVAL FORM

This form is for Biology and Zoology students participating in domestic internships only. Approved OSU/IB international internships <https://ib.oregonstate.edu/professional/international> receive INTL 410 credit through OSU GO instead.

## Student:

\_\_\_\_\_  
Name OSU ID #

\_\_\_\_\_  
Major Professional Goal(s)

\_\_\_\_\_  
Oregon State e-mail Phone

## Internship Site and Supervisor:

\_\_\_\_\_  
Name and Title of Internship Supervisor E-mail

\_\_\_\_\_  
Organization Name and Address Phone

**Internship Title:** \_\_\_\_\_

**Description of project and intern expectations (a printed description may be attached):**

## Internship Hours/Credits:

\_\_\_\_\_  
Project Period (start and end dates) Work hours per week Total hours or weeks of work

\_\_\_\_\_  
Term you will enroll in BI 410

Will you be a graduating senior in your final term when registered for BI 410?  Yes  No

\_\_\_\_\_  
Supervisor's Signature Date Student Signature Date

**Approval:** \_\_\_\_\_  
Approved Integrative Biology Representative Date

Major checked \_\_\_\_\_  Graduating senior checked \_\_\_\_\_  Override entered \_\_\_\_\_