BIOL 495 - Biological Sciences Internship

**General Information** – BIOL 495 offers practical experience in the biological sciences with an approved employer to help students with career development. The practical experience can come from working with a professional in a career track, including healthcare or industry; working with a state, federal, or private agency; or working with biology educators. The student must make initial contact with the individual, agency, or company with whom s/he will do the internship. The student arranges his/her schedule with a supervisor and is responsible for completing the work assigned by the supervisor. Forty contact hours are required per credit hour, and a report is due at the end of the term. The internship experience is graded as pass/fail (or S/U), and all requirements must be met to earn a satisfactory rating.

**Prerequisites**
- 60 s.h. and permission of Department Chair (Dr. Ranessa L. Cooper, RL-Cooper@wiu.edu)
  - Students should plan to attend the BIOL 495 information session.
  - Students are required to meet with the biology Academic Advisor and/or Department Chair to determine if the internship is appropriate for earned credit(s).
  - Students must submit an application form to the Department Chair **at least two weeks** in advance of the start date of the proposed internship.
  - For registration, schedule an appointment in WG 316 with the Chair’s Secretary or call (309) 298-2408.
  - At the registration meeting with the Department Chair, the student will review and sign an internship agreement to accept the internship requirements as outlined below.

**Requirements**
- One to 12 hours of credit can be earned. **Only three credit hours** may be applied toward the major or minor in biology, but extra hours can be used for upper division requirements.
- For each semester hour of credit, the student must complete 40 hours of internship work.
- The student must arrange for the on-site supervisor to send a letter or e-mail to the Department Chair documenting the total number clock hours worked during the internship.
- A report is due to the Department Chair **at the end of the term**.
  - Report format
    - Title page
    - Body of paper
      - 3-5 double-spaced pages (using 12-point font and 1” margins) describing the work activities and what the student learned that s/he could not have obtained in a traditional class
      - Concluding paragraph that indicates how the experience helped develop career goals or objectives
      - If appropriate, a literature cited section

*If the requirements are not completed by the end of the term, the student will receive an incomplete (I). The “I” will become a “U” if requirements are not met by the ninth week of the following term.*