BIO/HPS/MIC/MBB/PLB 484
STUDENT INFORMATION PACKET

Welcome! You are about to take part in a unique and exciting program – one that will not only enrich your college education, but help prepare you for life after graduation as well. Combining classroom learning with practical work experience will help you better determine your career objectives and provide you with valuable contacts for future permanent employment.

We’re proud of the success of our broad internship options at ASU, and are pleased to be able to offer you the opportunity to participate. Our internship program consistently gets high marks from both students and employers, and we’ll do everything we can to make your experience a valuable and challenging component of your education at ASU. As you go through the steps involved in registering for the program, applying for positions, and making the transition from the classroom to the workplace, remember that we are here to answer questions and assist you in any way. We are committed to helping you get maximum benefits from the internship program.

I, along with the staff and faculty at ASU, wish you a challenging and rewarding experience and look forward to working with you.

Serena Christianson, MBA – Internship Instructor
Academic Success Coordinator, Career & Internships
School of Life Sciences
Arizona State University | P.O. Box 874701 | Tempe, AZ 85287-4701
Phone 480-965-5340 | Fax 480-965-3562 | serena.christianson@asu.edu
ARIZONA STATE UNIVERSITY
BIO/HPS/MIC/MBB/PLB 484
STUDENT CHECKLIST

____ Ensure you meet the course’s requirements:
   1. Enrolled in a School of Life Sciences degree program
   2. 2.75 GPA
   3. Successful completion 45 or more credit hours

____ Secure internship site (ensure that it is NOT job shadowing, but research-based)
____ Visit with Internship Instructor before enrollment
____ Complete Internship Application found at https://sols.asu.edu/student-life/consider-internship

____ Enroll in applicable Internship course (BIO/HPS/MIC/MBB/PLB 484) during the same semester the experience will occur. To earn academic credit, a student must work the following number of hours:
   • 45 hours = 1 credit
   • 90 hours = 2 credits
   • 135 hours = 3 credits
   • And so on for credits 4-6

____ Read, sign, and submit Educational Contract, Consent to the Release of Information, Emergency Release, and Work Variance* forms (*if internship is at current place of enrollment) (due by the end of the first week of your internship)

____ Read course syllabus
____ Complete Internship Time Record form
____ Complete Weekly Journals, submited monthly electronically (as a .doc or .docx file, preferably) to instructor
____ Complete resume/CV critique through Career Services office
____ Complete supervisor interview
____ Complete performance review at midpoint of experience
____ Complete performance review at commencement
____ Submit final portfolio
The purpose of this guidebook is to provide students with the necessary information regarding the policies and procedures governing the School of Life Sciences’ Internship program at Arizona State University. Students who choose to participate in this program will be responsible for learning the contents of this manual and will also be required to accept and abide by all the rules and regulations outlined in this guidebook.

THE BENEFITS OF AN INTERNSHIP

1. **Enhances Student’s Marketability:** Nothing looks better on a resume than related work experience. This trait is what will separate one graduate from another in today’s job market.
2. **Fosters Curriculum Consciousness:** Internships can help students recognize an inadequacy in their education preparation.
3. **Contributes to the Relevancy of College Instruction:** Students have the opportunity to acquire new skills and experiences related to their career objectives.
4. **Promotes Career Development:** Internship experiences afford students the opportunity to acquire new skills and experiences related to their career objectives.
5. **Contributes to the Process of Maturity:** Actual work experiences help students to develop the proper work habits and social skills required for their future careers.
6. **Improves Communication Skills:** Students will strengthen their oral and written communication skills as well as customer service abilities.
7. **Enhances Career Prospects:** Many students use their internship experience as a career employment tool. Many employers will also see this as a way to screen potential full-time employees.
8. **Provides Financial Assistance:** Since internship positions are sometimes paid, students are able to defray some of their education costs.

HOW THE INTERNSHIP INSTRUCTOR SERVES YOU

The Internship Instructor’s Office (Serena Christianson) is located LSA 180. The telephone number is 480-965-5340. The Instructor is responsible for the following:

1. Assisting in locating & developing work positions and assisting students with the development of **jobs they have found themselves.**
2. Serving as the institutional liaison with employers.
3. Recruiting students for the Internship program.
4. Recruiting prospective employers to host students for the Internship program.
5. Serving as a liaison between faculty and the employer during student placement.
6. Maintaining contact with the employer and the student during the work experience.
7. Working with the employer and the student through possible work situations during the experience.
8. Informing students & faculty of career opportunities.
9. Grading Internship students once completed.

APPLICATION/PLACEMENT PROCEDURES

Students who choose to participate in the SOLS Internship program must complete the Educational Contract form. The student is responsible for finding and securing placement. The instructor will assist in the process, but WILL NOT place the student with an organization.

After the student is hired, the student must discuss with the supervisor how many hours the experience will entail (1 credit = 45 hours; maximum of 3 credits). This will be document in the Letter of Agreement (due at the end of the first week of the experience). The student will then enroll in BIO/HPS/MIC/MBB/PLB 4844 the SAME semester the experience will occur. The Student Internship Agreement will also be due at the end of the first week of the experience. The student must also keep track of his/her pay record to verify hours worked.

As designated on the Student Checklist, the student is responsible for keeping a weekly journal, which will be submitted monthly to the instructor. Two performance reviews will occur: at midpoint and commencement. The student’s resume/CV will be reviewed upon contacting the Career Services office. Also, the student will interview their supervisor to gain further insight in their desired career path. A final portfolio will also be created and submitted for grading.

Please review the separate documents provided for further instruction on each of these course components.

MINIMUM REQUIREMENTS OF THE INTERNSHIP POSITION

To ensure that a student who participates in the SOLS Internship program has a relevant learning experience, each individual internship must meet the approval of the instructor. Students should be aware that there are many good opportunities in Arizona as well as out-of-state. The acceptability of each work experience will be judged on the following criteria:
1. The work must be directly related to the student’s field of study.
2. The work must be academically useful.
3. The internship responsibilities must be research oriented, as job shadowing will not be approved.
4. The work experience must provide for the integration of academic learning and on-the-job training.
5. The type of work should challenge the student’s initiative and creativity.
6. The work assignment should increase in complexity and responsibility, and is not merely routine.
7. The employer or staff member must supervise the student.

FACULTY INVOLVEMENT

Faculty in all departments of the campus play an integral role in the SOLS Internship program. Working in cooperation with the SOLS Undergraduate Advising Office, faculty members actively involved in internships are responsible for the following:

1. Assisting with the identification of appropriate students for work experiences.
2. Evaluating the work experience as appropriate to the discipline involved and exercising final authority on approving or disapproving the potential internship.
3. Informing students of career opportunities.
4. Informing students of updates sent by the Internship Instructor and other campus resources.

LEGAL ASPECTS OF INTERNSHIPS

All students who plan to participate in the SOLS Internship program should be cognizant of some of the legal aspects involved in going on a work experience before applying for the program, such as:

1. Students enrolled in the SOLS Internship program will authorize relevant personnel to release to prospective employers copies of their academic transcripts and any other information contained in their file deemed necessary and of value for placement purposes.
2. Arizona State University assumes no responsibility for health/accident insurance, housing, transportation, or any other personal needs of a student that may result from employment neither through the SOLS Internship program, nor for the actions of any student as an employee on an internship assignment.
3. As a registered student in the SOLS Internship program at Arizona State University, each student will be aware that their conduct is subject to the policies and procedures as outlined in the Arizona State University student handbook.

4. Wages earned by SOLS Internship students will be subject to income taxes and Social Security tax.


**STUDENT RESPONSIBILITIES**

In addition to understanding the legal aspects involved in the SOLS Internship program, students are obligated to accept and abide by certain rules and regulations, which govern the process of applying for the acceptance of a work position. This requires students who take part in an internship to be responsible for complying with the following program guidelines:

1. Before applying and/or interviewing for a specific internship, the student must be certain that they would consider working for that employer and within the job description guidelines.

2. A student must keep the internship instructor informed of all employer application materials received and completed and the general status of the application process between the student and the potential employer.

3. A student must notify the SOLS Internship Instructor of any (in)significant changes in his/her status that would have a direct effect on his/her performance as a participant in the internship.

4. A student must make a decision to accept an internship promptly so that another student may be offered the position if he/she declines. He/she must be willing to honor his/her responsibilities to the employer.

5. Once students have accepted an internship assignment, they will not seek out or accept another internship position from any other employer for the same semester.

6. Once the internship job has been accepted, the student will be registered for the SOLS Internship credits (BIO/HPS/MIC/MBB/PLB 484). The rate for Internship credits is the same as other academic course credit rates.

7. Students will be responsible for performing all tasks assigned to them to the best of their ability, meeting and maintaining all standards and conditions of employment, and abiding by the work schedule, policies and procedures established by the employer.

8. Students will be expected to keep regular attendance, maintain proper grooming habits and attire, and be courteous and cooperative at the work site.

9. On an internship work assignment, students must maintain contact with the Internship Instructor.
10. Any student who abandons an internship without just cause and/or without notifying the SOLS Internship Instructor is subject to a failing grade assignment (E).

ACADEMIC CREDIT

Academic credit for SOLS Internship work experiences obtained through the SOLS Internship office is granted through BIO/HPS/MIC/MBB/PLB 484. Students can earn from 1-6 credits; each 1 credit=45 hours of work.

GRADING

The grade that each student will earn for an internship work experience will be designated as A, B, C, D, E, and will be assigned by the Instructor according to the standards outlined in the course syllabus. Before assigning a grade, the student must have completed the necessary forms as described earlier. The student’s grade will be based largely on the completion of the forms and the feedback from the supervisor.

REMEMBER:

Students who meet the eligibility requirements of the SOLS Internship program (as stated in the Student Guidebook) must keep in mind that:
1. There most likely will be competition among ASU and other college students for certain placements. Students should demonstrate desire and intent when attempting to make arrangements for an internship.
2. SOLS Internship work assignments during fall and spring semesters may extend a student’s time in school if not enrolled in other courses simultaneously.
3. It is as much the student’s responsibility to find gainful employment as it is that of the SOLS Internship to assist you in the skills needed to gain employment and your responsibility to obtain employment.
4. A student cannot expect that an internship job will pay all of his/her school expenses. Gaining career-related experience is your greatest benefit!