



Arizona State University

BIO/HPS/MIC/MBB/PLB 484

Employer Information Packet

Welcome! Internships at Arizona State University's School of Life Sciences (SOLS) is an enhancement to the student’s curriculum that can become a valuable part of the student’s college education. It provides students the opportunity to apply their classroom learning in the work environment and, in some cases, may lead to full-time employment upon graduation.

Life science internships can either be a paid or unpaid work experience program for our students who work as regular part-time or full-time employees, earning academic credit for knowledge & skills acquired on the job. Students can earn from 1-6 credits; credits are based on the number of hours worked with 1 credit = 45 hours worked. The maximum number of credits that can be earned per semester is 6 credits.

The SOLS internship program affords the employer and ASU the unique opportunity to work together to provide students with relevant learning activities and quality education. 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 action-based, as job shadowing is not 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.
- 8. Pre-health related internships are ineligible for credit through these SOLS 484 courses; pre-health students need to work with the [Office of Clinical Partnerships](#) for their internships. This means anything in a clinical setting, as well as shadowing and scribing duties.**

If you ever have any questions, please do not hesitate to contact us. However, please recognize that when it comes to reminders about due dates, etc., that is the responsibility of the student to tell you when applicable, not of the instructor. An internship is a great opportunity for students to get comfortable with more responsibilities and to learn time management skills. Thank you for supporting extracurricular internships at ASU's SOLS!

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BENEFITS OF INTERNSHIPS FOR THE EMPLOYER

- The ASU SOLS Internship program provides employers with an excellent source of temporary and possibly permanent personnel. It can be used as a screening tool for potential permanent employees after graduation without the risks often associated with hiring someone “off the street.”
- Internship students can relieve some of the burden from your senior-level personnel, providing relief in times of heavy workload.
- Employers have access to a self-sustaining pool of highly motivated, pre-professional employees bringing fresh ideas and perspectives to the job. Employers have an opportunity to become partners in the education process and help train tomorrow’s work force.
- Hiring ASU School of Life Science students may serve as a recruiting tool beyond the internship experiences. This is an opportunity for employers to build their reputation among the ASU community of graduates, making their business a sought after place of employment.
- There are economic advantages to hiring internship students. Employers can save money by either releasing permanent staff members for other duties or by meeting employment needed on special projects.
- Internship students hired permanently after graduation have shown a reduced turnover rate compared to employees who were not internship students.

HOW AN EMPLOYER BECOMES INVOLVED

Most employers become involved with the ASU SOLS Internship program in one of the following ways:

1. An employer submits a job listing with ASU through [Handshake](#), our university-wide job/career/internship/volunteer portal. This is managed by the [Career and Professional Development Services](#) office. Their team will help guide you through this process, which allows you to post to multiple universities at the same time.
 - a. this is also the site we use to register for the annual career fair, which you are encouraged to participate in!
2. The University actively solicits the participation of an employer through the [Career and Professional Development Services](#) team.
3. A student identifies a potential employer and contacts me for more information on credit for internships.

EMPLOYER RESPONSIBILITIES

To make participation in the program easy for you the employer, the SOLS Internship program places minimal demand on the business. We do not make salary requirements, but remember that students have many options and are looking for competitive wages. We do not select students for your positions. We believe it is the employers right to choose, but we can work with you if you have special requirements.

For a student to receive academic credit for their internship experience, the employer **MUST:**

1. Provide supervised work related to the student’s major or career goals.

2. **In order for ASU students to receive academic credit for their pending internship experiences, ASU requests a valid Student Placement Agreement (SPA) between the employer and ASU to help ensure a safe supportive learning environment and meet Arizona Board of Regents requirements.**
 - a. Once the student applies for enrollment into the internship course, the Internship Coordinator will contact you to begin the process of signing the SPA. They will provide a draft of the SPA to review. If your company wants to propose changes to the standard agreement(s) or has a substitute document for ASU's consideration, please forward any items of concern to the Internship Coordinator.
 - b. If your company cannot sign a SPA, the student may not be able to earn academic credit. Some programs require an internship for academic credit.
 - c. If and once a final version of the SPA has been agreed upon, the Internship Coordinator will send the SPA through DocuSign for official processing.
 - d. Often, organizations will have the agreement last for 5 years; this is a one-time form that does not need to be filled out every time a student interns at your site. Instead, the 5 year term allows multiple for-credit internship experiences to occur at your site. This does not mean that you are agreeing to regularly offer internships to students, nor does it mean we are actually placing students at your site with your approval.
3. Complete the **Employer Evaluation – Student Performance Review** at the midpoint and commencement of the experience. The form is provided through DocuSign. This should be a short meeting, either in person or over the phone, letting the student know what he/she did correctly and what he/she can improve on.
4. Participate in the **Interview with the Site Supervisor** assignment at the midpoint of the experience. This provides a rare opportunity for the student to learn from you, a seasoned professional, as well as continue building your rapport.
5. Provide the student with enough hours to meet minimum requirements for credit. (1 credit = 45 hours; 6 credits maximum).

If an employer has the resources and would like to help the student with the course fees, we encourage them to do so; however, this is not a requirement and is at the discretion of each employer who participates in the internship program. For more information on credit rates, please contact the Financial Aid department at Arizona State University.

MINIMUM REQUIREMENTS OF THE INTERNSHIP POSITION

To ensure that a student who participates in the internship program has a relevant learning experience, each individual internship job must meet the approval of the appropriate department chairperson and/or faculty members. 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 in some capacity.
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.

ADMINISTRATION AND OPERATION OF THE INTERNSHIP PROGRAM AT ASU SOLS

The SOLS Internship Instructors at Arizona State University are ASU Online Internship Coordinator [Ivy Esquibel](#) or on-ground Internship Coordinator [Dr. Serena Christianson](#). When working with employers, the SOLS Internship Instructors are responsible for the following:

1. Assisting in locating and the development of positions the students have found themselves.
2. Serving as the institutional liaison with employers.
3. Recruiting students for the School of Life Sciences Internship program.
4. Recruiting prospective employers to host students for the School of Life Sciences 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 and faculty of career opportunities.
9. Grading Internship students once completed.

The SOLS Internship Instructors are your link to ASU. If you have questions or problems with the student, do not hesitate to call the Instructor.

PROVIDING GUIDANCE FOR AN INTERNSHIP STUDENT

During the work experience, an internship student will be considered an employee and subject to the same rules and regulations as other employees. The student should be advised of these rules and regulations and all other policies governing working conditions, hours of work, holidays and other matters concerning employment. It is expected that the student will conform explicitly to the employer's rules, regulations and policies. Failure to do so should subject the student to the same disciplinary and corrective procedures as any other employee.

As with any new employee, taking some time to orient them to their new work environment, peers, company policy and goals will help create a welcoming environment. The following are some areas we suggest you cover with your internship student.

Administration

- Work hours, breaks, lunch
- Overtime expectations
- Time off request procedures
- Staff meetings
- Safety procedures
- Secretarial support—who does what
- Information resources
- Facilities—restrooms, parking, cafeteria, keys, supplies, meeting rooms, recreation

Business

- Your business, products/services, customers
- Unit's mission, goals, objectives, etc.
- How an internship student's work relates to goals and makes a meaningful contribution
- Roles of other team members

Performance

- Define **initial expectations and job duties** for your internship student through the Educational Contract
- Provide **informal feedback** frequently about specific behaviors (positives and opportunities for improvement)
- Conduct an **informal mid-term review**, concentrating on positives and areas for improvement
- Complete the **Employer's Evaluation Form** and conduct an exit interview with the internship student, simply letting the student know what he/she did correctly and what he/she can improve on.
 - The student is required to complete two evaluations (Midterm and Final) as assignments in the course. You will receive these by DocuSign from a colleague of mine, so please do not be alarmed when you see it sent from a different name. You are asked to fill these out but is up to you if you fill it out with the student or by yourself. Either way, the student will see your feedback before the document is sent to me.

STUDENT CHECKLIST (FOR YOUR INFORMATION)

____ 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 relevant to your career path with a life science background. It CAN be paid or unpaid. We in SOLS do NOT place you into an internship site; it is your responsibility to find your own internship; however, we are happy to provide resources to kickstart your process.

STOP: If you are applying for/interested in an internship that has anything to do with Pre-Health, please contact the [Office of Clinical Partnerships](#) to proceed. This means anything in a clinical setting, as well as shadowing and scribing duties. Otherwise, if you have a non pre-health internship, please continue.

____ Complete [Application Form](#) for the relevant semester you're applying for. There might be some upfront paperwork that has to be completed with the internship site before your experience begins; you will be contacted about this by the Internship Coordinator. **Even if you do not have your internship secured by the application deadline but intend on pursuing an internship for that term, you are encouraged to apply so the Internship Coordinator has you on their radar.** This is especially helpful when internship sites aren't announcing their decisions until after our own application deadline. You can always withdraw your application if you do not receive an internship, but you cannot apply for credit once the deadline has passed.

____ Once you have been approved to receive credit, you will be allowed to enroll in applicable Internship course (BIO/HPS/MIC/MBB/PLB 484) during the same semester the experience will occur. *Online Biological Science students* – you are encouraged to participate in this program as well! You will enroll in BIO 484 for any kind of internship/research experience not located at ASU and follow the exact same process as the on-ground students for this online (Canvas) course.

To earn academic credit, a student must work the following minimum number of hours:

- 45 hours = 1 credit
- 90 hours = 2 credits
- 135 hours = 3 credits
- 180 hours = 4 credits
- 225 hours = 5 credits
- 270 hours = 6 credits

ONCE THE COURSE BEGINS...

____ Read course syllabus available on Canvas

____ Read, sign, and submit the **Initial Paperwork** and **Work Variance Form*** through DocuSign (*if internship is at current place of enrollment, you'll be required to have your internship include duties outside of your regular job description).

____ Complete **Weekly Journals**, link through online Google Sheets housed on Canvas and completed weekly

____ Complete [resume/CV critique](#) through **Career and Professional Development Services office**

____ Complete **supervisor interview** at midpoint of experience through Canvas

____ Complete **performance review** at midpoint of experience, available through DocuSign

____ Complete **performance review** at commencement, available through DocuSign

____ Submit **final portfolio** on Canvas