



**Arizona State University**

**BIO/HPS/MIC/MBB/PLB 484**

## **Student Information Packet – for On-Ground & ASU Online students**

**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.

**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.

**Please note when an ASU student wants to earn academic credit for an internship, a valid Student Placement Agreement (SPA) between ASU and the employer is required and helps to ensure a supportive learning environment. Thus, students need to ensure they apply for the course by the posted deadline to allow for enough time to procure this legal document.** The course instructor will take care of this process for you. On occasion, a company will not sign a SPA, which may mean you might not be able to earn academic credit for your internship. If this occurs, you are still able to list this internship experience on your resume, which is a very important professional development experience to have.

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](mailto:serena.christianson@asu.edu)

## Arizona State University – School of Life Sciences 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 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 (links are below)** 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.

- Applications open on first day of registration for that semester:
  - [Fall semesters, due June 30](#)
  - [Spring semesters, due October 31](#)
  - [Summer semesters, due March 31](#)

\_\_\_\_\_ If you are participating in a study abroad experience, please fill out the application form. If the application due date has passed, please contact Internship Coordinator for assistance.

\_\_\_\_\_ 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 **discussion boards on Canvas** (beginning and midpoint of experience)
- \_\_\_ 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

---

## **Arizona State University**

### **School of Life Sciences: Internship Guidebook Purpose**

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 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.

## APPLICATION & COURSE PROCEDURES

The student is responsible for finding and securing placement in their desired internship experience. Once the student applies for the course, the instructor will communicate about the student's application status, but WILL NOT place the student with an organization. **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.**

After the student is hired, the student must fill out the **Application Form** to determine if they can receive credit for their internship experience. **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. If accepted, the student will then enroll in BIO/HPS/MIC/MBB/PLB 484 the SAME semester the experience will occur. The student must also keep track of his/her record to verify hours worked.

As designated on the Student Checklist, the student is responsible for keeping a **weekly journal**, which will be submitted through Canvas. Two **performance reviews** will occur: at midpoint and commencement. The **student's resume/CV will be need to be reviewed by contacting the Career Services office** (proof must be provided through submission of either the email thread confirming the appointment and/or the reviewed resume). Also, the student will **interview their supervisor** to gain further insight in their desired career path at the midpoint of the experience. A **final portfolio** will also be created and submitted for grading.

Further information on these assignments is posted in the Canvas course shell.

### **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 in some capacity.
2. The work must be academically useful.
3. The internship responsibilities must be action-based, 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.
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.

### **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.

## **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 register for the SOLS Internship credits (BIO/HPS/MIC/MBB/PLB 484).
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.

**Students must abide by application deadlines to be considered for enrollment in BIO/HPS/MIC/MBB/PLB 484. However, applying for credit does not guarantee enrollment and academic credit.**

## **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 assignments 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 this 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 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 Coordinator 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 or that academic credit will automatically be granted. Gaining career-related experience is your greatest benefit!