

## **INTERNSHIP POLICIES AND FORMS FOR BIOLOGY 391 AND 491**

Internships are experience-based courses that involve working in an organization under the supervision of both a qualified professional in the agency and a faculty member of UAS. Qualified biology students are encouraged to obtain work experience with natural resource agencies or private groups. In order to earn credit for an internship within the Biology program (BIOLOGY 391 or 491), you must meet certain requirements and complete the following:

- 1) Internship Contract Proposal

<https://www.uas.alaska.edu/facultyhandbook/docs/forms/Onlineinternctct.pdf>

- 2) Project Description (outlined in the Internship Contract Proposal): A 1-2 page description of the work that you will be doing. Be sure to provide the following:
  - A description of new skills, techniques, or concepts you will learn.
  - A time line for meeting with your advisor, drafts and end products.
  - A list of relevant literature or other documents that you will read to enhance your experience; you will want to discuss this with your agency sponsor.

- 3) Mid-term progress report: This can be a verbal or written report to your advisor.

- 4) Final report, presentation, or other product as agreed in the Internship Contract Proposal

### **What are the minimum requirements to participate in an internship for Biology credit?**

- 1) You must be a declared major in the biology program, which means that you have completed the following courses:

MATH 151 (College Algebra for Calculus)  
ENG111  
BIOL 105 and 106  
High School Chemistry or CHEM 103 with a 'C' or better

- 2) You need to have been assigned and *have met* with your Biology faculty advisor.

- 3) You must have a minimum of a 2.0 GPA at time of application for Internship.
- 4) If you **already have an agency sponsor** for an Internship, you should next meet with your **Biology faculty sponsor** to discuss your proposed plan. If you want to do an Internship, but **do not yet have an Agency Sponsor**, then you should approach your Biology faculty advisor with a proposal and ask for advice on how you might find an appropriate agency sponsor. In addition, check the UAS Biology Program web site (<http://www.uas.alaska.edu/biology/index.html>) and UAS Career Services (796-6368) for internship opportunities.

Your **Biology Faculty Sponsor** will help to determine if the Internship you are proposing is appropriate to count as a BIOL 391 or 491 Internship. Your advisor will let you know if they support your proposal or what changes you need to make in order for them to support it. Note that your Biology Faculty Advisor will not necessarily be the most appropriate person to oversee the Internship; ideally you should find a faculty member to serve as a faculty sponsor who has expertise that will augment or complement the Internship.

## **FREQUENTLY ASKED QUESTIONS ABOUT INTERNSHIPS**

### **Can an Internship be a paid position?**

Internships can be part of a paid position or they may not involve payment. In a paid position, you will not typically be able to earn credit for all of the hours that you participate as an Intern, and you will need to work additional hours to complete a specific 'product' for the Internship. Internships need to involve learning new skills, techniques, or concepts, rather than simply entering data or repeating the same task over and over. Internships must include regular opportunities to interact with your agency sponsor.

You will be expected to produce a product that demonstrates what you have learned or presents a research project you conducted or assisted as an Intern. For example, you might write a report on an aspect of the internship, or present your work in a seminar, or produce a scientific poster on your project. Before you begin an Internship you will need to agree with your agency sponsor and faculty advisor on the work that you will do and the product for the Internship.

### **How can internship credit apply toward my B.S. in Biology or Marine Biology?**

You can apply up to 12 credits from an Internship toward your B.S. by including it as upper division "Elective" credit, but it cannot be counted as part of the "Major Requirements" or "Biology Electives" for the degree. You may only earn up to 3 Internship credits per regular semester, or up to 6 credits per summer. Note that the 12

upper division Elective credits do not necessarily have to be in biology or science to count toward your Biology or Marine Biology degree.

**How many credits will I earn for my Internship?**

The number of credits for a specific internship will be determined between you, your advisor and the agency mentor. At a minimum, four hours per week (see UAS Academic Catalog), or 50 hours per semester (UAS Internship Contract Proposal form), are required for each credit.

**Why should I consider participating in an Internship?**

An internship can provide you with valuable experiences and new skills. It can also be a way to “test the water” in a professional field. Contacts that you make during the Internship can be very helpful for getting jobs later and through letters of recommendation. Several of students who had internships with an agency have gone on to obtain seasonal or long-term employment.

**Can I earn internship credit for an experience that I’ve already had?**

We cannot offer credit for experiences that have already occurred or that are partially completed.