

## **Biol 496 ~ Professional Work Experience in Biology (1-5)**

Biol 496 is for students who want to get credit for on-the-job experiences in biologically related fields through volunteer, internship or employment opportunities. The work experience should provide students the opportunity to integrate their academic experience with off-campus work in basic or applied biology. All international internships MUST go through the International Programs and Exchanges office first.

### **Requirements**

- You must be a Phase II Biology major, and have the approval of your faculty advisor.
- Your advisor or another faculty member will need to be involved coordinating the work experience activities and assign a grade (S/U) after the work experience has been completed.
- The number of credits that can be earned is to be determined by the advisor. For each credit earned the student needs to work the equivalent of two hours per week minimum for ten weeks.

### **Instructions**

- Identify a particular agency, company or person with whom you would like to work. Ideally this should be done several months prior to registration for BIOL 496. We do not allow students to earn credit based on prior experiences.
- Meet with your faculty advisor to discuss the potential for earning credit through a work experience. If the nature of the work is related to the interests of another faculty member then you could meet with that person to discuss the possibility of his/her serving as mentor.
- The electronic form is available at: <http://www.biol.wvu.edu/biology/pdfs/Biol%20496-Form.pdf>. Complete the form and email it to your future supervisor at the cooperating agency. The supervisor will need to approve the agreement by providing a digital signature on the form. Once approved the signed form should be returned to you.
- Email the signed form to your faculty sponsor for approval and ask that he/she send the signed form to [Maren.Brinson@wvu.edu](mailto:Maren.Brinson@wvu.edu). An override will be entered so that you can register for the credits. You do not need to register for the credits in the same quarter that you conduct the activity.
- When the work is completed ask your supervisor to complete the Evaluation form, and send the form to your faculty sponsor.

### **Student Responsibilities**

1. You will be gaining valuable professional experience, and it is important that you conduct yourself appropriately so that you get the most out of the experience. Additionally the grade you earn in the course will be based in part on your supervisor's evaluation of your performance.
2. You will need to write a daily journal that includes a summary of each day's activities and contemplation of how you were able to apply the knowledge or skills gained during your education to the day's activities.
3. You will need to submit a written final report along with your daily journal to your faculty sponsor. The report should address the science involved in the internship activities (with literature citations), the value of having integrated a professional work experience into your education, and a reflection on how your expectations or views changed during the internship.
4. Your faculty sponsor may want you to communicate about your experiences in other ways such as give a short oral presentation to other students or participating in a panel discussion.