POINT 1902 LOMA NAZARENE UNIVERSITY	***Biology Department** ***BIO4090, Internships in Biology** ***1-3 units**
Fall 2022	

Meeting days: NA	**Instructor title and name: Dr. Dawne Page**
Meeting times: NA	**Phone: 619-849-2204**
Meeting location: NA	**Email: dapage@pointloma.edu**
Final Exam: NA	**Office location and hours: RS109, by appointment**
Additional info:	**Additional info:**

PLNU Mission

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

COURSE DESCRIPTION

Authentic work experience in jobs that are oriented to the field of biology and that include responsibility for decision making, problem solving, and the use of techniques, skills, and knowledge acquired in the classroom. May be repeated to a maximum of three units. Credit/No Credit. Prerequisite(s): Junior or Senior standing. Consent of department chair and faculty advisor.

COURSE LEARNING OUTCOMES

Internship students will be able to

1. apply skills and knowledge learned in science courses to real work situations.
2. reinforce and expand previous conceptual learning through science and/or health-related work experiences.
3. develop contacts and networks in the science community.

COURSE CREDIT HOUR INFORMATION

You should enroll for the number of academic units that corresponds with the number of work hours you will devote to the internship. You may apply only those hours that you work during the semester for which you are receiving academic credit. The Biology Department requires that the total number of voluntary hours worked correspond with units of credit in the following manner:

150 or more hours	3 semester units
100 or more hours	2 semester units
50 or more hours	1 semester unit

It is conceivable that employers may require a greater commitment of hours than the Biology Department does as a condition for providing the internship experience. Some employers may also require that you take specific science or first aid/CPR courses as a prerequisite to the internship experience.

ASSESSMENT AND GRADING

You will receive a final grade of either Credit or No Credit. If you: 1) work the hours to which you have committed, 2) work in a manner that is satisfactory to your supervisor; and 3) turn in all reports as required (see below), you will receive a grade of Credit. This will neither raise nor lower your GPA but will provide you with upper division units that count toward graduation. A No Credit grade will result in no units being awarded. There are no exams in this course.

ASSIGNMENTS

Repeatedly missing deadlines or failing to turn in reports may result in a grade of NC.

1. You are required to complete an Academic Internship Contract (page 5 of this document) and the Tracking Student Locations form (online, see pg. 6) and to submit the Contract in Canvas by 11:59 p.m. on Friday of the second week of classes. The person who is to supervise you at your internship work place must sign as your on-site supervisor. Work with your on-site supervisor in crafting the contract, which will include your job description. Please be as precise as possible in specifying your duties as an intern and the skills you hope to develop, as well as stating some of the previously learned concepts you hope to apply in the internship workplace. Your internship will not be considered valid for academic credit until your contract has been approved and signed by your immediate supervisor and turned into Canvas.

2. You must submit a Bi-Weekly Internship Report (complete with your on-site supervisor's signature) every other week of the semester. This will be submitted electronically on Canvas. Each Bi-Weekly Report covers Monday through Saturday of the two previous weeks and is due by Friday of the following week. See the template in Canvas.

3. The Final Internship Report is due by Friday of final's week. It should be a typed report of approximately three pages in which you summarize the impact that the experience has had on you as an individual and on your career goals. It will also be submitted electronically on Canvas.

Suggestions for Interns:

1. **Do your work as if your career depends upon it. You may receive a desirable job offer from an employer or supervisor who is impressed by your efforts as an intern. Alternatively, you may wish to ask your on-site supervisor to serve as a reference for you later on; give her or him reasons to say good things about you!**

2. **Represent PLNU well. The San Diego-area industrial science and health care communities form their impression of PLNU students and graduates in part on the basis of the example that you provide! Impressions are nothing more than collections of individual incidents; don't be a weak link in the chain. Be hard-working, honest and positive.**

3. **Look for ways to make yourself valuable to your internship supervisor. Make meaningful suggestions and be willing to be a part of the implementation of those suggestions.**

4. **Be on time in turning in your contracts and reports. Your faculty advisor may ask for revision and, if so, the revision must be completed within one week of the due date for that contract or report.**

STATE AUTHORIZATION

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on State Authorization to view which states allow online (distance education) outside of California.

PLNU COPYRIGHT POLICY

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLNU ACADEMIC HONESTY POLICY

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See Academic Policies for definitions of kinds of academic dishonesty and for further policy information.

PLNU ACADEMIC ACCOMMODATIONS POLICY

Pursuant to Section 504 of the Rehabilitation Act and other applicable laws, PLNU prohibits discrimination and harassment against a qualified individual with a disability. While all students are expected to meet the minimum standards for completion of each course as established by the instructor, students with disabilities may request academic adjustments, modifications or auxiliary aids/services. The PLNU Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2533), is the point of contact for disability issues for all PLNU undergraduate and graduate students, including students enrolled at the Mission Valley Campus and College of Extended Learning students enrolled in PLNU courses at Community College satellite campuses. Current and prospective students seeking an accommodation must follow the reasonable accommodation procedures which may be found on the EAC website.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that EAC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

SPIRITUAL CARE

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If students have questions, a desire to meet with the chaplain or have prayer requests you can contact the Office of Spiritual Development.

USE OF TECHNOLOGY

In order to be successful in the online environment, you'll need to meet the minimum technology and system requirements; please refer to the *Technology and System Requirements* information. Additionally, students are required to have headphone speakers compatible with their computer available to use. If a student is in need of technological resources please contact student-tech-request@pointloma.edu.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

Academic Internship Contract

Department of Biology, Point Loma Nazarene University

Requirements:

1 Obtain initial approval for internship from Dr. Page.

2. Submit Academic Internship contract (complete with signature of your on-site supervisor) for review by Dr. Page. **Due by Friday of first week of classes via an electronic submission on Canvas.**

3. Submit Biweekly reports. **Due on Fridays following each two-week work period via an electronic submission on Canvas.**

4. Submit Final Report to Dr. Page. **Due last Friday of final's week via an electronic submission on Canvas.**

PERSONAL INFORMATION

Date	
Last name, First name	
Permanent address	
Phone #	
Expected graduation date	

INTERNSHIP INFORMATION

COMPANY/ORGANIZATION	
NAME OF ON-SITE SUPERVISOR	
ADDRESS	
PHONE	
E-MAIL	
TOTAL EXPECTED NUMBER OF HOURS	
EXPECTED HOURS PER WEEK	
INTERNSHIP PAID OR VOLUNTARY?	
NAME OF FACULTY ADVISOR	DR. PAGE

Internships (Supervised Field Experiences): Tracking Student Locations

Office of Institutional Effectiveness

Dear PLNU Student:

Please complete the information at **http://tinyurl.com/gwah4x4**

This will help us determine whether your proposed internship will occur in an authorized state, region, territory, or nation. The Office of Institutional Effectiveness will review the information and follow up with internship coordinators, if necessary.