POINT 19 02 LOMA
NAZARENE UNIVERSITY

Biology Department
BIO 6001-1: Internship (1-3 units)
Dr. Dianne Anderson 2026

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 becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Course description for BIO6001

This course is an elective option allowing students to gain experience through internships at a variety of local businesses/organizations. The course may be repeated up to a total of six units. Typically, each internship is one or two units at a particular site. Graded Credit/No Credit.

Course learning outcomes

1. Apply skills and knowledge learned in courses to various work situations.
2. Reinforce and expand previous conceptual learning through/science and/or health-related work experiences.
3. Develop contact networks in the biological research, museum, and/or biology education communities.

Required textbook/supplies

None

Required Hours and Academic Units

You should enroll for the number of academic units that correspond with the number of volunteer 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:

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

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

Instructor and contact information

Please feel free to call, come to my office, or e-mail me about any issues concerning the internship site, the internship supervisor, the work assigned, and the skills, attitudes, and procedures being learned at the site.

Dianne Anderson, Ph.D.
dianneanderson@pointloma.edu
Rohr Science 146, (619) 849-2705

Definition of an internship, and a paid position vs. volunteer experience

There is no typical internship. PLNU biology interns may work in a variety of capacities in local public and private sector organizations, provided that the course objectives listed above are met. Traditionally, PLNU academic internships and practicum assignments have not been paid positions. It was believed

that the agency in which the student was placed was not to be considered the employer, but it was to serve as a partner in an educational experience. As workplace policies have changed and liability concerns have arisen, the paid internship model has become common practice in some settings.

If an internship includes payment for services (i.e. stipends, minimum wage, etc.), this must be stated in writing by the agency or business providing the paid internship. These conditions must be approved by the supervising academic department prior to the first day of the internship experience.

You may not use current employment locations to count for credit unless the workplace also qualifies under the previously stated PLNU educational policies, and a specific assignment is agreed upon. This determination must be made in consultation with the faculty supervisor. Past employment or volunteer work may NOT be used for retroactive academic credit. It remains the goal that agencies and businesses will participate with the University to provide valuable educational experiences, whether paid positions or not. Non-paid experiences can be mutually beneficial to both the sponsoring agency and the student.

Class sessions and attendance

This course will not have any face-to-face meetings because the entire experience will take place at the internship site. Attendance at the internship site, both in terms of showing up on time and completing the agreed-upon hours, is crucial in this course.

Assignments and grading

Internships are graded as credit/no credit. To earn credit, students must complete and submit the internship contract, as well as monthly internship reports, and a final summary report. If you: (1) work the hours to which you have committed, (2) work in a manner which is satisfactory to your supervisor; and (3) turn in all reports as required, then 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. Students failing to submit reports in a timely manner may be dropped from the course.

Individual assignments

1. You are required to complete a PLNU Academic Internship Contract at the end of this document and submit a pdf to Canvas no later than 4:30 p.m. on Friday of the second full week of classes unless you need an extension due to scheduling at the internship site. The person who is to supervise you at your internship work place must sign as your on-site supervisor, and Dr. Anderson must sign as your department sponsor. 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 textbook or laboratory concepts you hope to apply in the internship workplace. Your internship should not be considered valid for academic credit until your contract has been approved and signed by both your supervisor and by Dr. Anderson.

2. You must submit a monthly progress report. Each report should include 1) a record of hours worked 2) a brief summary of your activities and 3) some reflection on what you are learning. See the last page of this document for the template for these reports.

3. The Final Internship Report must be submitted to Canvas by the last Friday of classes. It should include your daily journal in which you briefly summarize your work experiences on a day-to-day basis and keep track of your hours. It should also include a typed report of no longer than three pages in which you summarize the impact that the experience has had on you as an individual and on your career goals. **(Repeatedly missing deadlines or failing to turn in reports may result in a grade of NC, but the due dates for internship reports may be adjusted if situations at the internship site make this necessary.)**

Instructor's Rights
Dr. Anderson reserves the right to contact your on-site supervisor by mail, telephone, or in person for any reason that is deemed necessary. Dr. Anderson may also reject any contract or report that does not satisfy the Department's requirements. If evidence of dishonesty is discovered after a grade of Credit has been assigned, the students grade may be retroactively changed to No Credit.

Suggestions for Interns
Represent PLNU well. The San Diego-area 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. Look for ways to make yourself valuable to your internship supervisor. Make meaningful suggestions and be willing to be a part of the implementation to those suggestions.

PLNU GENERAL POLICIES AND INFORMATION

PLNU Spiritual Care

Balboa Campus:

PLNU strives to be a place where you grow as a whole person. To this end, we provide resources for our graduate students to encounter God and grow in their Christian faith. At the Balboa campus, we have an onsite chaplain, Rev. Kevin Portillo, who is available during class break times across the week. If you have questions, a desire to meet or share any prayer requests with Rev. Portillo, you may contact him directly at KevinPortillo@pointloma.edu.

Mission Valley:

PLNU strives to be a place where you grow as a whole person. To this end, we provide resources for our Graduate students to encounter God and grow in their Christian faith. At the Mission Valley (MV) campus we have an onsite chaplain who is available during class break times across the week. If you have questions for or a desire to meet or share any prayer requests with the onsite chaplain, you may email Dr. Sylvia Cortez Masyuk at scortezm@pointloma.edu.

In addition, on the MV campus there is a prayer chapel on the third floor. It is open for use as a space set apart for quiet reflection and prayer.

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 Recording Notification

In order to enhance the learning experience, please be advised that this course may be recorded by the professor for educational purposes, and access to these recordings will be limited to enrolled students and authorized personnel.

Note that all recordings are subject to copyright protection. Any unauthorized distribution or publication of these recordings without written approval from the University (refer to the Dean) is strictly prohibited.

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. For all student appeals, faculty and students should follow the procedures outlined in the

University Catalog. See Graduate Academic and General Policies for definitions of kinds of academic dishonesty and for further policy information.

Artificial Intelligence (AI) Policy

The use of Artificial Intelligence (AI) tools (e.g., ChatGPT, iA Writer, Marmot, Botowski, GrammarlyGo, Perplexity, etc.) is prohibited in this course for any aspect of your work, including idea generation, drafting, editing, or final submissions. This course is designed to assess your independent critical thinking, writing, and research skills without the assistance of AI technologies. Violations of this policy will be treated as breaches of academic integrity.

PLNU Academic Accommodations Policy

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2533). Once a student's eligibility for an accommodation has been determined, the EAC will work with the student to create an Accommodation Plan (AP) that outlines allowed accommodations. Professors are able to view a student's approved accommodations through Accommodate.

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. Accommodations are not retroactive so clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

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. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any accommodations.

Language and Belonging

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality.

If you (or someone you know) have experienced other forms of discrimination, you can find more information on reporting and resources at www.pointloma.edu/nondiscrimination.

Sexual Misconduct and Discrimination

In support of a safe learning environment, if you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that accommodations and resources are available through the Title IX Office at pointloma.edu/Title-IX. Please be aware that under Title IX of the Education Amendments of 1972, faculty and staff are

required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu or find a list of campus pastors at http://pointloma.edu/Title-IX or as shown in the PLNU Spiritual Care section of this syllabus.

If you (or someone you know) have experienced other forms of discrimination or bias, you can find more information on reporting and resources at www.pointloma.edu/bias

PLNU Attendance and Participation Policy

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements.

If the student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university withdrawal date or, after that date, receive an "F" grade.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor. Acceptance of late work is at the discretion of the instructor and does not waive attendance requirements.

Refer to Academic Policies for additional detail.

Use of Technology

Note: Include this section if teaching an Online or Hybrid course.

In order to be successful in the online or hybrid 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, microphone, or webcams compatible with their computer available to use. Please note that any course with online proctored exams requires a computer with a camera (tablets are not compatible) to complete exams online.

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

GPS Academic Resources

PLNU offers the following free academic resources virtually for Graduate Professional Studies (GPS) Students. Visit myPLNU through the links below for more information.

- The GPS Writing Center offers:
    - Zoom Writers Workshops offered each quad on a variety of helpful topics
    - One-to-one appointments with the Writing Coach
    - Microlearning YouTube Video Library for helpful tips anytime
    - Research Help Guide to help you start your research
    - The physical office is located on the third floor of the Mission Valley Regional Center off the student lounge
- Academic Writing Resources Course: Found on your Canvas Dashboard, this course is non-credit with 24/7 access, no time limits, and self-paced content. Watch a quick video run-through and take time now to explore!
- Grammarly: Students have unlimited FREE access to Grammarly for Education, a trusted tool designed to help enhance writing skills by providing real-time feedback, identifying areas for improvement, and providing suggestions. Grammarly's Generative AI is NOT available with our student accounts.

- Tutoring: Students have access to 24/7 live or scheduled subject tutoring through Tutor.com, including a Paper Drop-Off Service with feedback within 12 hours.

We are here to support you! Contact us anytime: GPSWritingCenter@pointloma.edu

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Biology Department, Point Loma Nazarene University

3900 Lomaland Drive, San Diego, CA 92106
ACADEMIC INTERNSHIP CONTRACT
619-849-2705

Submission of this completed form is required for all biology department-sponsored internships.

I. Requirements:

A. Obtain initial approval for internship from Dr. Anderson.
B. Scan and submit the Academic Internship contract with both your signature and the signature of the on-site supervisor via Canvas **before the end of second week of classes.**
C. Submit reports via Canvas at the beginning of each month throughout the semester.
D. Submit Final Report (daily journal plus typed report) via Canvas before the **last Friday of classes.**

II. Internship information

Name of graduate student:	
Name of PLNU internship supervisor	*Dianne Anderson – program director*
Company/organization name	
Company/organization address	
Name of on-site supervisor	
On-site supervisor e-mail AND phone number	
Total PAID (if required by company/organization) internship hours	
Total UNPAID internship hours	
Expected number of hours **per week** to be spent in internship	

III. Credit information

Internships are generally for 1 unit (50 hours) or 2 units (100 hours); only under rare circumstances will a 3 unit (150 hours) be approved by the PLNU program director.

OF Internship Semester Units:

Note: Registration for BIO 6001C internship must be complete ("C" indicates in California – contact program director regarding internships outside California)

IV. Academic information

Student must complete the following information in conjunction with the on-site supervisor. **Due at the end of the second week of the semester**.

A. Student's anticipated responsibilities and duties:

Note: Internships in teaching labs should involve mostly one-on-one interaction with students and very little or no grading of papers.

B. Relationship of internship to student's academic and vocational goals:

C. Pertinent background/coursework experience:

D. Supervisory Resources (people, reference materials, etc.):

SIGNATURES:

On-site supervisor	
Student	
PLNU supervisor	

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Internships (Supervised Field Experiences): Student Acknowledgement & Confirmation
Office of Institutional Effectiveness

Dear PLNU Student:

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 unable to offer internship/field experience opportunities. Prior to enrolling in this internship, you are required to consult with your professor to determine whether the internship is located in an authorized state. Instructor permission is required prior to enrolling in the internship. Refer to the map below to view information about activities that may be prohibited outside California.

https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures

(Click in the yellow box to the right of each item to enter your response):

Student Name: **PLNU Identification Number:**

Major: **Type of Internship:**

State where internship is located:

☐ By checking this box, I confirm that the foregoing information I provided is accurate and true. I understand that I may not be eligible to participate in internships in states where PLNU is not authorized to conduct supervised field experiences. I affirm that the internship to which I'm applying is state authorized and/or exempt for PLNU students.

☐ By checking this box, I confirm that I have read and understand PLNU's information about state authorizations: https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures

Internship Course Numbers: C = California vs. E = External
If your professor grants permission *and* your internship is located in **California**, enroll in the course designated, "C."
If your professor grants permission *and* your internship is **external** to California, enroll in the course designated, "E."

Printed Name:

Signature: Date:

PLNU ACADEMIC INTERNSHIP REPORT TEMPLATE

Intern's Name:_____

In a table, summarize the work done since the last report both in terms of hours completed and in terms of activities. Below the table, describe what you did, and also reflect on what you are learning, how it connects with other experiences, etc. This summary should be approximately 500 words. Please submit these reports via Canvas at the end of each month.

Sample report:

Date	# of hours worked	Running total of hours	Brief list of activities
		Total hours as of last month: 16	
2/21/24	*6*	*22*	*Met with supervisor, read background materials*
2/22/24	*1*	*23*	*Organized specimens and did background research*

This month I assisted the director with organizing specimens for the upcoming exhibit, as well as spent some time researching the biology of the ocelot. This information will be included in the signage. I am learning both how to access from and to add reference information to the museum database. It is so interesting to see the behind-the-scenes work that goes on before a new exhibit can open. So much thought goes into what the visitor will learn by seeing, hearing, and touching aspects of the displays.

I am realizing that I enjoy working with a small team of people much more than either working alone, or interacting with the general public. This is surprising to me since I thought that I wanted to work alone.

I am also learning what it takes to be a successful supervisor as I watch his ability to motivate the people who work for him, and to also encourage them when things are not going well. He also does an excellent job of providing direction, but then letting capable individuals take off from there without micromanaging.