

	*Biology Department *BIO4090, Internships in Biology *1-3 units
SUMMER 2026	

Meeting days: NA	Instructor title and name: Dr. Heidi Woelbern
Meeting times: NA	Phone: 619-849-2925
Meeting location: NA	Email: heidiwoelbern@pointloma.edu
Final Exam: NA	Office location and hours: RS164, 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 first week of the quad. 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 Weekly Internship Report (complete with your on-site supervisor's signature) every week of the summer. This will be submitted electronically on Canvas. Each Weekly Report covers Monday through Saturday of the previous week and is due by Friday of that week. See the template in Canvas.
3. The Final Internship Report is due by Friday of the last day of the quad. 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 distance education outside 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 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. Please consult the [Academic Honesty Policy](#) in the [University Catalog](#) for definitions of kinds of academic dishonesty and for further policy information.

PLNU Academic Behavior Policy⚡

Both faculty and students at Point Loma Nazarene University have the right to expect a safe and ordered environment for learning. Students are expected to take the initiative to learn and conduct themselves in a mature and civil manner in the classroom environment. Any student behavior that is disruptive or threatening is a serious affront to Point Loma Nazarene University as a learning community. Students who fail to adhere to these behavioral standards may be subject to disciplinary action, including removal from class or further university sanctions. For a full definition of disruptive behavior, response procedures, and the appeal process, please consult the [Academic Behavior Policy](#) in the [University Catalog](#).

PLNU Artificial Intelligence (AI) Policy⚡

You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini Pro GrammarlyGo, Perplexity, etc.) in this course. Any work that utilizes AI-based tools must be clearly identified as such, including the specific tool(s) used. Please use this [Purdue resource](#) to guide your citations when using AI.

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, [by email](#) or phone at 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 approved 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 approved accommodations in that course. Accommodations are not retroactive; as such, 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-related need should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. In accordance with ADA, accommodations cannot constitute a fundamental alteration to course outcomes; therefore, planning ahead is vital in establishing appropriate accommodations for equal access to this course. 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 eligibility 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) has experienced other forms of discrimination, you can find more information on reporting and resources via the [Nondiscrimination and Anti-harassment Policy](#).

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](#). 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](#) or [consult the list of campus pastors](#).

If you (or someone you know) has experienced other forms of discrimination or bias, you can find more information on reporting and resources via the [Nondiscrimination and Anti-harassment Policy](#).

PLNU Attendance and Participation Policy★

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. 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.

PLNU Course Modality Definitions*

1. Online Courses: These are courses with class meetings where all instruction and interaction are fully online.
 - a. Synchronous Courses: At least one class meeting takes place at a designated time.
 - b. Asynchronous Courses: All class meetings are asynchronous.
2. Hybrid Courses: These are courses with class meetings that take place both in the classroom and online synchronously and/or asynchronously.
3. In-Person Courses: These are courses that meet in person with the instructor and students in a physical classroom setting. With approval by the area dean, this may include up to 25% of qualified class interactions through a Learning Management System (such as Canvas).

In some courses, a portion of the credit hour content will be delivered asynchronously, and attendance will be determined by submitting the assignments by the posted due dates. More information on credit hours can be found in the [Academic Policies](#) in the [University Catalog](#).

Asynchronous Attendance/Participation Definition

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

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 nor allowable) 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.

Academic Internship Contract

Department of Biology, Point Loma Nazarene University

Requirements:

1. Obtain initial approval for internship from Dr. Woelbern.
2. Submit Academic Internship contract (complete with signature of your on-site supervisor) for review by Dr. Woelbern. **Due on Friday of the first week of the course via an electronic submission on Canvas.**
3. Submit Weekly reports. **Due on each Friday via an electronic submission on Canvas.**
4. Submit Final Report to Dr. Woelbern. **Due on Friday of the last week of the course 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. WOELBERN

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.