

**BIO 6001: Internship**  
**Dr. Dianne Anderson**

**2021**

**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. 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](mailto: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 be located by the academic departments and 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 (pages 5 and 6 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 immediate 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)**

### **Instructor's Rights**

Dr. Anderson reserves the right to contact your on-site supervisor by mail, telephone, facsimile, 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.

## **GENERAL PLNU POLICIES**

### **INCOMPLETES AND LATE ASSIGNMENTS**

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All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned under extremely unusual circumstances.

### **PLNU SPIRITUAL CARE**

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#### **Mission Valley:**

PLNU strives to be a place where you grow as a whole person. To this end we provide resources for our Graduate and Adult Degree Completion students to encounter God and grow in their Christian faith. At the Mission Valley (MV) campus we have an onsite chaplain, Rev. Gordon Wong, who is available during class break times across the week. If you have questions for, desire to meet or share a prayer request with Rev. Wong you can contact him directly at [mvchaplain@pointloma.edu](mailto:mvchaplain@pointloma.edu) or [gordonwong@pointloma.edu](mailto:gordonwong@pointloma.edu). Rev. Wong's cell number is 808-429-1129 if you need a more immediate response.

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

### **PLNU COPYRIGHT POLICY**

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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**

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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 the [Academic Honesty Policy](#) in the Graduate and Professional Studies Catalog for definitions of kinds of academic dishonesty and for further policy information.

## **PLNU ACADEMIC ACCOMMODATIONS POLICY**

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While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center, located in the Bond Academic Center ([DRC@pointloma.edu](mailto:DRC@pointloma.edu) or 619-849-2486). The DRC's policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

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 DRC 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.

## **USE OF TECHNOLOGY**

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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](mailto: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.

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**PLNU ACADEMIC INTERNSHIP CONTRACT**  
**Department of Biology, Point Loma Nazarene University**  
**3900 Lomaland Drive, San Diego, CA 92106**  
**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	<i>Dianne Anderson – program director</i>
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 <b>per week</b> 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.

Internship Semester Units:

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

(Continued...)

**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.*

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

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C. Pertinent background/coursework experience:

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

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**SIGNATURES:**

On-site supervisor	
Student	
PLNU supervisor	



**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
1/21/21	6	6	Met with supervisor, read background materials
1/22/21	6	12	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.*