

INTERNSHIPS for credit

Internship web page: <http://uca.edu/biology/internships/>

Begin planning no later than the advising period of the previous semester/term (*students wishing to do an internship in spring semester must be make plans by mid-Fall semester and many summer internships require application during Fall semester*). For approval by the Biology Internship Committee, the internship must provide vigorous learning opportunity beyond observation and experience not obtained in a listed biology course.

Application deadlines:
Spring – Dec 1
Summer – Apr 15*
Fall – Aug 1

*Applications may be accepted after the Apr 15 deadline for summer in the event that knowledge or acceptance of the internship is learned after the deadline has passed. However, the student must provide justification for late submission.

CREDIT RECEIVED:

The number of credits (1-4) is determined based on the type of internship and work/time it requires. For most, 2 or 3 credit hours are appropriate. For 4 hours credit, additional work time and/or more extensive assessment are required and the need for requested hours must be justified.

ADDITIONAL REQUIREMENTS:

- GPA at least 2.5
- Completion of 60 hours coursework prior to internship start date
- Enrollment in Internship in Biology (BIOL 3_45) during the semester of experience
- Mentor/internship advisor within the Biology Dept (serves as the facilitator with the student). You **MUST** discuss all details with the agency or office offering the internship as well as the UCA faculty mentor *before* submitting the proposal.
- Completion of application form (with **signed** approval of faculty advisor/mentor). See <http://uca.edu/biology/internships/> for guidelines. Be sure to include:
 - # of credit hours requested
 - Objectives/purpose – provide a complete and detailed description of what you expect to do
 - Full description of internship: how set up, type, daily tasks, how objectives accomplished
 - Educational benefits: what is unique about the experience that cannot be received in the classroom and how will this help you achieve career goals
 - Assessment (established by the UCA internship advisor and student): This is a critical part of the of the proposal. You must provide a complete and detailed description of how performance will be assessed/evaluated for the objectives of the internship (such as presentations, regular journal reports, paper or case study, professional exam, or custom tool developed by mentor/student). *Greater detail and additional requirements for assessment must be included for more than two hours of credit.*
- The proposal must be **well-written** and reviewed by the UCA faculty advisor before signatures are obtained and the document submitted.

Note: Students that wish to be notified of local internship opportunities with companies seeking Biology, Environmental Science, and Chem majors may want to contact the Cooperative Education Dept (Bernard 318) to sign up for info and notifications.