**INTERNSHIP for course credit**

**BIOL 3X45** [hours determined by approved proposal] **[add current semester here]**

**UCA Faculty mentor:**

**Pronouns: Office location:**

**Email: Office hours:**

**Internship Objectives**: **[bulleted list and include signed & approved proposal at the end of this document]**

**Internship requirements for receiving course credit**: [from the assessment section of the proposal but with additional detail/dates]; Choose all that apply or add any additional

* [Set a designated day and time for submission of the progress reports - usually bi-weekly].
* Content of progress reports:
  + These should include specific tasks completed by the student.
  + there should be some wording regarding expectation of how detailed these need to be. (I’ve had students that submitted reports with descriptions that were way too general or just a repeat of what was done the previous week so we want to avoid this with the syllabus wording).
  + How often you will meet in-person (if at all) with your faculty mentor to discuss progress, study design if applicable……
* Research paper or literature review
* Final presentation to the department: [We are trying to reinstitute a short 10-20 min presentation of the internship experience at the end of the semester (in-person or virtual). Work with the student to determine the exact date (last week of class, finals week……). You can send the invitation to department faculty to distribute to their classes or the chair/biology dept can distribute to students.]

**Evaluation of Student Performance**: [Choose all that apply or add any aspects not listed]

This has been pretty loose and subjective and at the discretion of the UCA faculty mentor. However, points could be assigned for each of the following that apply to that student internship experience - this will vary. (I’ve included a rough example here).

Progress reports (Example: 8 bi-weekly @ 15 pts ea) 120 pts

Research paper or literature review50 pts

End of semester presentation 30 pts  200 pts

The total number of points accumulated will determine your final grade on the following scale:

**A** = 90-100%; **B** = 80-89%; **C** = 70-79%; **D** = 60-69%; **F** < 60%

**Due dates:**

* + Progress reports (example: 2nd and 4th Fri of each month)
  + Research paper or lit review: (if applicable, set a specific date or week)
  + Final presentation to the department: Since this should be near completion of the term/internship, it may not be possible to set a specific date at the beginning of the term.

**Course Policies**

**PERSONAL PRONOUNS - faculty likely have a relationship already with the student concerning this, so edit to suit your needs or preference)** Class rosters are provided to the instructor with the student’s legal name. I am happy to address you by an alternate name or gender pronoun at your request. Please don’t hesitate to contact me with your preference early in the semester so that I may make appropriate changes to my records.

**STUDENT CONDUCT: (faculty can include any other information they deem necessary)**

**Academic Integrity**

The University of Central Arkansas affirms its commitment to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the university's Academic Integrity Policy, approved by the Board of Trustees as Board Policy No. 709 on February 10, 2010, and published in the *Student Handbook*. Penalties for academic misconduct in this course may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in this course affirms a student's acceptance of this university policy.

**Academic Dishonesty / Plagiarism**

Any act that violates the rights of another student in academic work or that involves misrepresentation of the student’s work will result in penalties up-to and including dismissal from the course with a failing grade. Scholastic and academic misconduct includes, but is not limited to, cheating on assignments or examinations; plagiarizing – meaning misrepresenting work done by another as the students own work – submitting the same work or substantially similar work to meet the requirements of more than one class without the consent of all instructors involved; depriving another student of the necessary course materials; or interfering with another students work. For more helpful info and examples, see the following website: (<http://uca.edu/academicaffairs/files/2012/08/Plagiarism.pdf>)

**Students with Disabilities**

The University of Central Arkansas adheres to the requirements of the Americans with Disabilities Act. If you need accommodation under this Act due to a disability, please contact the UCA Office of Disability Services, 450-3613. Please also notify the instructor of any special needs at the beginning of the semester.

**Student Handbook/Policies**

Students are encouraged to familiarize themselves with academic policies and the sexual harassment section contained in the *Student Handbook* (<http://uca.edu/student/student-handbook/>)

**Title IX disclosure:**

If a student discloses an act of sexual harassment, discrimination, assault, or other sexual misconduct to a faculty member (as it relates to “student-on-student” or “employee-on-student”), the faculty member cannot maintain complete confidentiality and is required to report the act and may be required to reveal the names of the parties involved. Any allegations made by a student may or may not trigger an investigation. Each situation differs and the obligation to conduct an investigation will depend on those specific set of circumstances. The determination to conduct an investigation will be made by the Title IX Coordinator. For further information, please visit: <https://uca.edu/titleix>. *\*Disclosure of sexual misconduct by a third party who is not a student and/or employee is also required if the misconduct occurs when the third party is a participant in a university-sponsored program, event, or activity.*

**COURSE EVALUATIONS**

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students may evaluate courses they are taking starting on the Monday of the thirteenth week of instruction through the end of finals week by logging into myUCA and clicking on the Course Evaluations task.