

Hagerstown Community College
INTERNSHIP SYLLABUS

Eligibility requirements for an internship:

- Minimum overall GPA of 2.0
- 50% of Program Requirements must be completed

COURSE: BIO 269 (Internship) 1-3 credits

INSTRUCTOR/STAFF CONTACT INFORMATION:

- **Faculty Supervisor:** specific to the student enrolling in the internship
- **Site Supervisor:** specific to the student enrolling in the internship
- **HCC Internship Supervisor:** Bonnie Owens, owensb@hagerstowncc.edu, 301-790-2800 ext. 2260.

SEMESTER/YEAR:

COURSE DESCRIPTION: see page 51 in the 2009-2010 college catalog.

Students may complete internships for a variable amount of credits dependent upon their degree requirements.

1 credit = 60 hours
2 credits = 120 hours
3 credits = 180 hours

TEXTBOOK: none

STUDENT LEARNING OUTCOMES:

1. Students will access, process, analyze and synthesize scientific information.
2. Students will reinforce and expand basic laboratory skills learned in academic coursework to include techniques and equipment needed in scientific research laboratories and/or manufacturing facilities.
3. Students will work with the site/internship supervisors to develop an individualized project that utilizes sound scientific research procedures.
4. Students will develop knowledge and skills that will enhance the student's application to, and success in, a 4-year institution of higher learning and/or professional schools.
5. Students will keep a record of new skills, information, and insights gained while working at the internship site.
6. Students will communicate, on a professional level, with colleagues and supervisors about your research project progress and outcomes.

COURSE CONTENT OBJECTIVES:

1. Completion, by the site/internship supervisor during the first two weeks of the internship, of a checklist of common skills and equipment provided by HCC noting the skills and equipment an intern will become familiar with during their internship experience.
2. Develop a project that fits the scope of the internship site. The development of this project will require cooperation between the site and internship supervisors and the intern.
3. Read and review pertinent scientific literature to understand the project and the research process.
4. Meet with the site/internship supervisor on a regular basis to discuss project progress.
5. Request a written letter of recommendation, from the site supervisor or internship director, to accompany a future application to a science program at a 4-year college or graduate/professional school.

6. Maintain a journal of work activities including student comments, reflections, and notes. Submission of the journal on a bi-weekly basis throughout the internship to the site supervisor and/or internship director.
7. Design a scientific poster or PowerPoint presentation that communicates the research experience and outcomes, and formally present it to members of the HCC science faculty/staff and site/internship supervisors, as arranged.

ASSESSMENT PROCEDURES & GRADING POLICY:

Your final course grade will be assigned by the faculty supervisor. The standard grading scheme will be applied: 100-90% = A, 89-80% = B, 79-70% = C, 69-60% = D, 59% or less = F.

Your course grade will be determined according to the following criteria:

1. **Evaluation from site/internship supervisor (25%) . Course content objectives 1, 2, 4, 5, 6.**
 - Complete and submit all of the required forms contained in the HCC Student Internship Information Packet.
 - Development of work/learning activities with the Faculty Supervisor and the Site/Internship Supervisor.
 - Meet the minimum number of hours working at the internship site each week.
 - Interns are required to meet with the Site/Internship Supervisor weekly to discuss project progress and personal thoughts regarding their internship. Updated journals must be submitted to Site/Internship Supervisor at these meetings. It is the responsibility of the intern to arrange these meetings.
 - Interact with site/internship supervisors and all lab personnel in a responsible, courteous, and professional manner.
2. **Literature Review (15 %) . Course content objective 3.**
 - You must submit a written review of three (3) articles from scientific journals to the faculty supervisor. You may choose these articles from literature that you may be required to read by the Site/Internship supervisor, but they may also include articles you find on your own that support, relate to, or help you understand your specific research project.
 - The format for these literature reviews will be supplied by the faculty supervisor.
 - You may submit these reviews at any point during your internship, but no later than the first day of finals week.
3. **Letter of Recommendation (5 %). Course content objective 5.**
 - Applications to professional, graduate, and sometimes four-year colleges usually require a letter of recommendation from an instructor and/or work supervisor. You will request such a letter from your site/internship supervisor in writing.
 - Your request will be made in writing and will include a self-evaluation of your contributions to the research project that you are participating in.
 - Ask the site/internship supervisor to send both your written request *and* their letter of recommendation to the faculty advisor before finals week.
 - The letter of recommendation may or may not be shared with the student at the discretion of both the site/internship supervisor and the faculty supervisor, after the conclusion of the internship.
4. **Journal (25 %). Course content objective 6.**
 - Your journal should document the date, hours worked, activities performed, information learned, and personal experiences regarding your time spent at your internship site. Your journal is, in essence, a type of diary. Personal reflections are extremely important in the process of learning through your internship. If you keep a lab notebook for your site/internship supervisor, your journal may not **ONLY** be photocopies of that notebook. While the notebook entries can be part of the overall journal, but you must add your thoughts and reflections. Your journal is due the last week of the semester
 - A minimum of two journal entries per week is required.
 - You will submit your journal to the faculty supervisor at the end of your internship experience, but by the first day of finals week.

Note: The time spent working on the graded assignments such as your literature review, presentation, or journal writing do **NOT** count toward your time required for completion of the internship. The internship hours are based on work you perform on-site.

5. Presentation of project to HCC faculty and/or staff (30 %). Course content objective 7.

- Research posters and Powerpoint presentations are two methods scientists commonly use to communicate their research findings with professional colleagues. You will prepare and present a summary of your research project using either method.
- This presentation should occur toward the end of the semester, about a week before finals. It is the student's responsibility to arrange the time and place of the presentation with the help of the faculty advisor.
- All presentations will become the property of HCC and may be shared with potential future internship students and college faculty and staff.

COURSE POLICIES:

- College Attendance Policy can be found in the 2009-2010 catalog on page 42.
- The faculty supervisor reserves the right to modify course content.
- The course is taken under the Code of Student Conduct as described on page 34 of the Student Handbook.
- The student is expected to determine the appropriate work schedule with the employer site, to their mutual agreement and the student is expected to work when scheduled.
- The student is expected to conduct himself/herself appropriately and professionally.
- The student is expected to contact the faculty supervisor immediately if problems arise.
- Follow all policies outlined in the HCC Internship Information Packet.

HONOR CODE: Students will adhere to the HCC Honor Code. Strict compliance with the Honor Code will be enforced.

DISCLAIMER: The instructor reserves the right to modify the course content and/or the evaluation (testing) procedures as deemed necessary.

TOPICAL OUTLINE: N/A

SERVICES FOR STUDENTS WITH SPECIAL NEEDS: Reasonable accommodations are provided to qualified students based on current documentation. Contact the Coordinator of Disability Support Services at 301-790-2800, x273, to request accommodations.