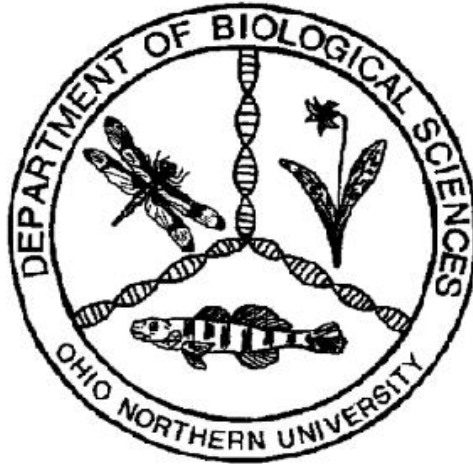


# INTERNSHIP PROGRAM



## Department of Biological and Allied Health Sciences

Ohio Northern University  
Meyer Hall, Room 118  
Ada, Ohio 45810  
Phone: 419.772.2327  
Fax: 419.772.2330

[www.onu.edu/a+s/biology/internship/intern\\_menu.html](http://www.onu.edu/a+s/biology/internship/intern_menu.html)

**TO: All potential internship students**

**FROM: Terry Keiser, Department Chair and Internship Coordinator**

**RE: Procedures to follow in scheduling an internship**

**The material that follows indicates the basic requirements of the internship that you may be embarking on. The experience is one that many students indicate is the most worthwhile undertaking of their college career.**

**Before an internship is approved and underway, a number of components must first be fulfilled by you, the student.**

- 1. Speak with your advisor and/or the department internship coordinator about your goals and desires regarding an internship.**
- 2. We will assist you in the identification and arrangement of an internship that will provide you with a quality learning experience.**
- 3. When you are ready to move forward, you must submit in writing, a request to be considered for a specific internship. This request must be sent to members of the departmental internship committee (Keiser, De Luca and Keas).**
- 4. An interview with the committee will be arranged. Upon approval by the committee, a recommendation will be forwarded on to the departmental faculty. If approval occurs at this level, the student may then register for the internship.**
- 5. All weekly logs and other written materials during the internship are to be submitted in duplicate with one going to your departmental faculty supervisor and another going to Mrs. Jane Brown, departmental student services secretary. All reports are due at the end of internship, in the quarter that you are registered.**

# Department of Biological Sciences

## Ohio Northern University

Phone: (419) 772-2325

Fax: (419) 772-2330

### INTERNSHIP AGREEMENT

This agreement must be returned to the faculty supervisor of the internship by the **end of the first week of the internship**. This task is the responsibility of the interning student.

\_\_\_\_\_  
Academic Term and Year

\_\_\_\_\_  
Student Intern

\_\_\_\_\_  
Supervising Professor

\_\_\_\_\_  
Current address of Student

\_\_\_\_\_  
Mentor/Site Supervisor

\_\_\_\_\_  
Student telephone number

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Agency address

\_\_\_\_\_  
Agency telephone

\_\_\_\_\_  
Agency fax

This agreement is meant to identify the responsibilities of the student intern, supervising professor and the agency supervisor.

### RESPONSIBILITIES of the STUDENT INTERN

1. The student must have this agreement completed and returned to the supervising professor by the end of the first week of the internship. The first page with the necessary signatures may be faxed to (419.772.2330).
2. Students are expected to work a minimum of 40 hours per week for ten weeks. They also are expected to be available when needed by the interning agency. If university "breaks" occur during the time frame of this internship, the student is expected to meet the normal work requirements of the interning agency. This obviously includes being punctual to the work site. If a student intern is ill or needs to be absent from the intern site, they need to notify or discuss this with the Agency Supervisor.
3. Environmental studies interns are expected to complete a "**case study**" of the interning agency. This study is expected to be 4-5 typewritten pages. All student interns will also prepare a **final summary report** (4-5 pages) on the intern experience. Both of these written assignments are to be turned in to the supervising professor and one copy to the office. Interns are expected to turn in **typewritten** weekly logs. These logs are to be reviewed by the Agency Supervisor (when appropriate) and then sent via mail or fax to the Supervising Professor and one copy to the department secretary no later than Wednesday of the following week. A "**summary**" letter will also be turned in to the Supervising Professor and departmental secretary at the conclusion of the internship. (In the quarter you are registered).
4. An oral presentation of the internship experience will be given at TBA. The presentation is limited to ten minutes followed by a five minute question period. It is often helpful to have audiovisual materials included in your presentation. They should include the student intern in "action" in the visual portion of the presentation.

**RESPONSIBILITIES of the AGENCY MENTOR**

1. Working with the student intern in the successful completion of the experience.
2. Supervision of the student intern at the internship site.
3. Inform the student intern of Interning Agency regulations, ethics, guidelines, responsibilities, expectations, etc.
4. Contact the Supervising Professor immediately if a problem occurs that cannot be readily resolved.
5. Conduct a mid-term assessment of the student intern indicating progress, problems, and expectations. This assessment will most likely be of an oral nature.
6. Complete a final evaluation of the student with a recommendation of a letter grade to the Supervising Professor.

**RESPONSIBILITIES of the SUPERVISING PROFESSOR**

1. Conduct an on-site visit with the student intern and the Agency Supervisor during the term.
2. Send out an evaluation form to the Agency Supervisor.

**ADDITIONAL INFORMATION RELATIVE TO THIS AGREEMENT:**

- A. Is the student receiving any remuneration as part of the internship experience?  
If so, please indicate.
- B. Will the student be working on a specific “project” during the internship experience?

I have read the agreement and its expectations and agree to them.

\_\_\_\_\_

Student Intern

\_\_\_\_\_

Date

\_\_\_\_\_

Interning Agency Supervisor

\_\_\_\_\_

Date

\_\_\_\_\_

Supervising Professor

\_\_\_\_\_

Date

\_\_\_\_\_

Chair, Department of Biological Sciences

\_\_\_\_\_

Date

**A signed copy of this document will be provided to all of the above persons.**

## UNIVERSITY GUIDELINES

### **INTERNSHIP OR TERM OF PROFESSIONAL EXPERIENCE Biology 481, 482, and 483**

#### Undergraduate Professional Experience Courses (Internships)

1. Professional experience courses, herein called internships, are upper division courses of study (400-level or above) principally involving practical experience under the primary supervision of an experienced full-time practitioner in the profession, usually in an off-campus location. These courses may be offered for students with appropriate backgrounds and necessary academic prerequisites. Internships should be designed to provide an opportunity for study and experience outside the traditional setting of classroom and laboratory.
2. Internships have clearly defined learning objectives and are subject to a rigorous program of supervision and evaluation. Departments, or colleges where no departments exist, must have guidelines to achieve these objectives. These guidelines are subject to the same review and approval process as that for initiating courses and will have provisions designed to ensure high quality of the experience including, but not limited to, the following:
  - A. Internship sites will receive approval by the department faculty, or college faculty where no departments exist, with consideration given to location and desirability of on-site visits during the internship, prior to the beginning of the internship.
  - B. Student interns will have a formal internship plan approved by the department faculty, or college faculty where no departments exist, and the dean of the college of registration prior to the beginning of the internship.
  - C. Specific provisions will be made for monitoring student progress and supervision at regular intervals during the internship.
  - D. At least one on-site visit shall be made by a representative of the department, or college, where no departments exist, during the term of an internship. The representative may be a faculty member in the department, or college where no departments exist, or a designate approved by the chair and dean.
  - E. Reasonable expenses, when documented, will be provided for faculty who supervise interns.
3. The following policies will apply to all internships or professional experience courses:
  - A. Normally, only students in good academic standing and with departmental recommendation, or college recommendation where no departments exist, may be permitted to register for internship credit.
  - B. A student must be registered for internship credit during the quarter in which the internship is completed or in the quarter immediately following completion between quarters.
  - C. Normally, a student enrolled in a 16-credit hour internship will not register concurrently for other courses unless those courses are required course(s) or seminar(s) associated with the internship. Exceptions will be considered individually and written permission must be granted by the department chair and college dean, or by the college

dean only where no departments exist, prior to such registration. Forensic biology majors will receive only 8 hours of credit for the internship.

D. A maximum of 16 quarter hours of internship credit may be counted toward the required hours for a degree. Exceptions based on accreditation requirements will be considered individually.

E. Students will register and pay for all academic credit received at the same rate as for any other course.

F. Students will pay their own transportation, room, board, and related expenses for their internship program.

G. Students who perform their internship in one or more of the offices of Ohio Northern University will not be paid for hours worked during their internship.

H. Student teachers and pharmacy externs may not accept any salary. Where a salary is offered and would be appropriate, approval must be obtained from the department chair, or dean where no departments exist.

I. The agency where the intern is placed or the University will have the right to terminate or modify an internship when it becomes evident that the student is a detriment to the agency's business or profession, or when it becomes evident that the student is not properly representing the University, or where the agency is not providing the appropriate experiences. Students may be recalled at any time by the University.

J. A student may be required to sign a "liability contract" covering negligence and otherwise protecting the University against lawsuits. When appropriate, the student will be required to purchase malpractice insurance from a company selected by the University. Student interns will be required to meet all legal requirements of the internship, such as licensure, etc. Faculty supervisors will be responsible for assuring that each intern meets all legal requirements for participating in the program.

Internships or professional experiences are available under departmental and college auspices for students with appropriate backgrounds and necessary academic prerequisites. An internship is designed to provide an opportunity for study and experience outside the traditional setting of classroom and laboratory, and to provide a special opportunity for students to enhance their professional-vocational interests and therefore to become more readily employable.

Internships have clearly defined learning objectives and are subject to a rigorous program of supervision and evaluation.

K. When appropriate interns may be required to maintain written logs of their internship activities and submit the logs to their faculty supervisors. These logs must respect the confidentiality of their agencies or employers.

## Requirements for Internship

L. A maximum of 16 academic quarter hours of credit will be awarded towards the required hours for the baccalaureate degree. Seven (7) of the 16 hours may count toward the required biology elective hours for a student majoring in the biological sciences. The remaining nine (9) may count toward general college elective hours or toward the 20 hours of science required for the B.S. degree. Students **may not** take additional academic courses without the **written approval** of the Internship Committee.

M. Interns will maintain daily written or typed “logs” of their internship activities. These “logs” are to be submitted to their faculty advisor, departmental secretary and agency supervisors on a weekly basis (can be emailed to your advisor & supervisor). Weekly log sheets will be formatted like the attached sample. **Agency supervisors may wish to examine the log prior to its submission to the faculty supervisor.**

N. A written presentation of the internship “experience” must be submitted to the faculty supervisor, and departmental secretary, at the conclusion of the internship (in the quarter you are registered). **Environmental Studies majors** must also write a “case-study” research paper (10 pages in length). Due at the end of the internship, in the quarter you are registered.

O. An oral presentation of the internship “experience” must be presented to the faculty of the Department of Biological and Allied Health Sciences and other interested parties at the conclusion of the internship. This will normally be scheduled at TBA during the week of FINAL exam week. (Summer internship students will be notified when they will present, usually in Fall quarter).

P. The student shall submit a short (one page) summary letter to the faculty supervisor and departmental secretary briefly stating what was experienced and the benefits (if any) gained during the internship. Due at the end of the internship, in the quarter you are registered.

Q. The intern will act as a full-time employee of the sponsoring agency and will be required to participate in the activities deemed necessary by that agency.

Department of Biological and Allied Health Sciences  
Ohio Northern University  
Meyer Hall, Room 118  
Ada, OH 45810

**Internship Program**  
**Weekly Log Form**

Your Name  
Address of Internship site  
City State Zip  
Phone – internship site

Week of: November xx – xxxx

**Monday:** 8-5 (8 hours) – hour lunch

**Tuesday:** 8-5 (8 hours) – hour lunch

**Wednesday:** 8-4:30 (8 hours) – half hour lunch

**Thursday:** 7-7 (11 hours) – hour lunch

**Friday:** 8-1 (5 hours) – no lunch

**Total Hours Worked:** 40

**Date:** (Submitted) (sample June 18, 2005)

# Internships in the Department of Biological & Allied Health Sciences

Date: April, 2005

**IN THE FINAL WRITTEN REPORT THESE ITEMS SHOULD BE COVERED BY THE STUDENT INTERN. (THESE ITEMS SHOULD BE EXPLAINED FULLY BY INTERNSHIP ADVISOR).**

1. List and discuss the important things which you experienced and considered valuable.
2. Did the amount of work required of your job reflect accurately the number of hour's credit? Discuss.
3. Has this experience helped you decide which direction you would like to go in terms of a career?
4. How would you rate your supervisors?
5. Do you feel that, in general, your time was spent efficiently while on the job and that the sponsoring agency profited from your work?
6. Would you recommend this experience (your internship) to another student intern? How would modify it?
7. A recommended length of the report would be a minimum of 10 double-spaced typed pages.
8. Were you prepared academically for this internship? What courses were most valuable to you? What course(s) should you have had?

## **ITEMS TO BE COVERED IN THE FINAL ORAL PODIUM PRESENTATION**

1. Length of the presentation should be 10 minutes with 5 minutes for questions.
2. Topics to be covered may include those listed above for the written report.
3. Visual aids such as photographic slides, color prints and/or equipment should be used to explain the internship experience. It is important to obtain the permission of the interning agency prior or taking or using photographs. If using PowerPoint you should place the presentation on your H:\drive and have a backup copy such as CD or flash drive.

## **ENVIRONMENTAL STUDIES MAJORS (BIOL 482)**

In addition, to the final written report, summary letter, thank you letter, you must also write a **"case study"** report on your internship experience. This study should be of sufficient length (4-5 pages) is recommended. Discuss this with your internship advisor. Copies of previous case studies are available to look at in the departmental office. (cannot leave the office) **THIS IS DUE AT THE TIME OF THE INTERNSHIP PRESENTATION, IN THE QUARTER YOU ARE REGISTERED.**

# BIOLOGY 481 Biology Internship

## INTERNSHIP GRADE ASSIGNMENT CRITERIA

35% of grade assigned by **Mentor**

20% of grade based on Supervisor's evaluation of **Weekly Journals**

20% of grade based on Supervisor's evaluation of **Final Internship Paper**

20% of grade based on Faculty evaluation of **Oral Podium Presentation**

5% of grade based on Supervisor's evaluation of **Summary Letter**

**(all reports are due at the end of the internship, in the quarter you are registered)**



The Oral Presentation will be a timed presentation with a maximum of ten minutes for the presentation proper and 5 minutes for questions.

Criteria for grading the Oral Presentation are (15 pts)

- A. Quality of Audio-Visual Aids. (These may not be appropriate to some internships; in which case the points assigned will be divided equally between CATEGORIES B, C and D) Points assigned to this category =3.
- B. Presentation Demeanor (includes dress, delivery, confidence, organization, etc.) Points assigned =6
- C. Quality of Content. Points assigned = 3
- D. Skill in Fielding Questions. Points assigned =3

# Biology 482 – Environmental Studies Internship

## Internship Grade Assignment Criteria

35% of grade assigned by **Mentor**

20% of grade based on Supervisor=s evaluation of **Weekly Journals**

15% of grade based on Supervisor=s evaluation of **Final Internship Paper**

15% of grade based on Faculty evaluation of **Oral Presentation**

10% of grade based on Supervisor=s evaluation of **Case Study Report**

5% of grade based on Supervisor=s evaluation of **Summary Letter**

**(all reports are due at the end of the internship, in the quarter you are registered)**



The Oral Presentation will be a timed presentation with a maximum of ten minutes for the presentation proper and five minutes for questions.

Criteria for grading the Oral Presentation are (15 pts)

- A. Quality of Audio-Visual Aids. (these may not be appropriate to some internship; in which case the points assigned will be divided equally between CATEGORIES B, C and D. **Points assigned to this category - 3.**
- B. Presentation Demeanor (includes dress, delivery, confidence, organization, etc.) **Points assigned = 6.**
- C. Quality of Content. **Points assigned - 3.**
- D. Skill in Fielding Questions. **Points assigned = 3.**

# BIOLOGY 483 Forensic Biology Internship

## INTERNSHIP GRADE ASSIGNMENT CRITERIA

40% of grade assigned by **Mentor**

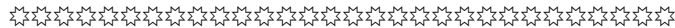
20% of grade based on Supervisor's evaluation of **Weekly Journals**

20% of grade based on Supervisor's evaluation of **Final Internship Paper**

15% of grade based on Faculty evaluation of **Oral Podium Presentation**

5% of grade based on Supervisor's evaluation of **Summary Letter**

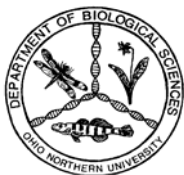
**(all reports are due at the end of the internship, in the quarter you are registered)**



The Oral Presentation will be a timed presentation with a maximum of ten minutes for the presentation proper and 5 minutes for questions.

Criteria for grading the Oral Presentation are (15 pts)

- A. Quality of Audio-Visual Aids. (These may not be appropriate to some internships; in which case the points assigned will be divided equally between CATEGORIES B, C and D) Points assigned to this category =3.
- B. Presentation Demeanor (includes dress, delivery, confidence, organization, etc.) Points assigned =6
- C. Quality of Content. Points assigned = 3
- D. Skill in Fielding Questions. Points assigned =3



## INTERN EVALUATION

Intern: \_\_\_\_\_

Quarter & Year: \_\_\_\_\_

University Supervisor: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Mentor/Site Supervisor: \_\_\_\_\_

Intern Site: \_\_\_\_\_

### PROFESSIONAL ASSESSMENT BY MENTOR

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Punctual; arrives on time                  | A | B | C | D | F |
| 2. Cooperate with colleagues                  | A | B | C | D | F |
| 3. Work is completed within given time frames | A | B | C | D | F |
| 4. Decisions made are competent               | A | B | C | D | F |
| 5. Work ethic                                 | A | B | C | D | F |

### ASSESSMENT OF SKILLS BY MENTOR

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Exhibits the ability to organize work tasks | A | B | C | D | F |
| 2. Research ability                            | A | B | C | D | F |
| 3. Writing ability                             | A | B | C | D | F |
| 4. Ability to apply acquired knowledge         | A | B | C | D | F |
| 5. Interpersonal ability                       | A | B | C | D | F |

### ASSESSMENT OF PERSONAL ATTRIBUTES BY MENTOR

- |                 |   |   |   |   |   |
|-----------------|---|---|---|---|---|
| 1. Attitude     | A | B | C | D | F |
| 2. Conduct      | A | B | C | D | F |
| 3. Judgment     | A | B | C | D | F |
| 4. Preparedness | A | B | C | D | F |
| 5. Appearance   | A | B | C | D | F |

Please make further comments on the back of this sheet.

**OVERALL RATING OF THE PERFORMANCE OF THE STUDENT INTERN:**

**Final Letter Grade Assigned by Mentor \_\_\_\_\_**