

Biology Department

BI 499 Internship Guidelines

These guidelines are designed to help students and faculty develop appropriate and consistent internships for students receiving *BI499: Internship* credit through the Biology Department.

Definitions: For our purposes, “Internships” are those activities that occur under the supervision of individuals *not* in the employ of NMU. Supervisors are expected to be employed at legitimate institutions, including governmental agencies, non-profits, or industry. These experiences may be paid or unpaid and there is no expectation that the internship take place outside of the paid period of employment. Only student work experiences that are linked to *BI499* credit are associated with NMU; such *BI499 Internships* are required to also have a NMU faculty member serve as the on-campus supervisor. Internships may include a wide variety of activities, but the expectation is that internship topics/experiences should be appropriate to the development of the NMU student and be linked to their biology-related major and/or biology-related career aspirations.

Timeline: *BI499 Internships* may be done during any semester (including summer sessions). In order for *BI499* credit to be awarded, the student must complete all preliminary paperwork (see below) *prior to the start of the internship experience*; this must be completed before the start of the third week of the semester in which credit is awarded. Student must also agree to complete follow-up paperwork. Students should seek assistance from their advisor/faculty mentor and internship supervisor in completing the required paperwork.

Required Forms:

Students are required to complete and submit a variety of forms that are generated outside the Biology Department by NMU. They are available digitally from your faculty mentor. These forms are needed to ensure that the internship is a successful learning experience beyond a straightforward job and to support the safety of the student in the internship workplace. To be submitted, all forms must be completely and appropriately filled out, including required signatures.

The following NMU forms must be completed prior to the beginning of the internship:

- *Work Experience Affiliation Agreement for Unpaid OR Paid Experience**
- Work Experience Learning Agreement**
- Work Experience Registration Form**
- **Work Experience Informed Consent Form**

*The affiliation agreement needs to be in place between NMU and each institution that oversees our interns. If it has previously been completed, a new one does not need to be done by the student. There is a list of institutions with existing Affiliation Agreements available from the Biology Department.

** The Informed Consent Form is optional, but highly recommended when the student may be participating in activities that could be dangerous, including fieldwork and work with animals.

The following NMU forms must be completed at the end of the internship:

- Work Experience Students Evaluation Template**
- Work Experience Supervisor Evaluation Template**

Award of Credit:

The amount of credit to be gained from the experience must be agreed upon between the student and the NMU faculty member supervising the internship prior to the experience. No credit can be awarded if the experience has been completed prior to the completion of the initial paperwork and registration (i.e. students cannot receive credit for an internship that they have already completed).

The amount of credit to be awarded is linked to two characteristics. 1) the amount of time that the student will devote to the internship and 2) the level of scholarly work inherent in the internship. Both criteria should be taken into account when determining credits to be awarded and the maximum credit awarded is at the discretion of the faculty mentor.

No more than 4 credits of *BI499 Internship* may be taken at a time within a single internship experience in a single semester. *BI499* may be repeated in different semesters. When applying *BI499* to particular degrees, please see the Bulletin language for the program.

Time

Generally, the standard is for a student to work in the internship experience for approximately one week of fulltime (i.e. 40 work hours) to receive each credit of *BI499*. Thus, 1 credit = 40 hours, 2 credits=80 hours, 3 credits = 120 hours, 4 credits = 160 hours. These time requirements are approximate and serve as a guide. There is no expectation that the experience should be undertaken in fixed 8 hour day periods.

Activities

Students conducting basic work activities that are related to career training should most often receive 1-2 credits for *BI499*. For example, cleaning cages, performing basic technical activities or equipment operation, or basic data entry. These activities are highly valued for their training for later employment related to the biological sciences, but may not be scholarly.

Students conducting work at a higher level where more scholarly learning is involved may receive 3-4 credits for *BI499*. This work could include research projects, development of protocols or procedures, data analysis, or literature reviews relevant to the internship experience. Students conducting such work may also be conducting basic work activities as part of their experience.

Evidence of satisfactory work for grading

NMU faculty are required to award a grade of S/U (satisfactory/unsatisfactory) for the *BI499 Internship* experience. In order to award this grade, they must receive some documentary evidence of the student's activities. The list below gives some examples of evidence that might be appropriate. Students and their faculty mentor should have a clear plan, outlined in the learning agreement, for what evidence of work will be submitted to the faculty for grading and when this material must be submitted to the faculty member.

For 1-2 credits: a logbook with daily activities, a photo diary of work completed, etc.

For 3-4 credits: a research paper, oral presentation/seminar, research poster presented to an appropriate audience, etc.

Sexual Harassment and Internships or Field Research

Recent reports ([Clancy et al, 2014](#); [Gibbons, 2014](#)) indicate that sexual harassment is a common problem in scientific fieldwork. Respondents to a survey published by Clancy et al. (2014) showed that 64% of survey respondents had experienced sexual harassment, inappropriate or sexual

remarks, or other inappropriate behavior. We want you to have a positive experience when you participate in an internship, so the information below is provided to explain NMU's policies and your options if you experience problems.

Northern Michigan University is committed to providing a learning, living and working environment free from discrimination. NMU supports the Title IX* federal law that prohibits discrimination on the basis of sex, including: gender based discrimination, pregnancy and parenting discrimination, sexual harassment, sexual assault, stalking, dating violence, domestic violence, voyeurism, and any other conduct of a sexual nature that is nonconsensual. Title IX covers any area where an NMU student is assigned for placement (e.g. student teaching) and/or participates in an internship arranged or initiated by the University, during their term at NMU.

The University cares about you. If you believe you are experiencing or experienced sex discrimination, in a university or non-university sponsored placement and/or internship, please report. The University has resources and support information available for you.

To report, please contact:

Complaints against employees, applicants, and third parties:

Janet Koski Director of Equal Opportunity Equal Opportunity Officer and Title IX Coordinator 105 Cohodas Building 906-227-2420 jakoski@nmu.edu

Complaints against students:

Mary Brundage Associate Dean of Students Deputy Title IX Coordinator 2001 Hedgcock 906-227-1705 mbrundag@nmu.edu

Emergency Public Safety and Police Services 158 Services Building 906-227-2151

* Title IX of the Education Amendments Act of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."