

## **Internships in Biology**

The biology department offers two internship courses, Biology 461 for one semester-hour credit, and Biology 463 for three semester-hours credit. Biology majors may take either (but not both) of these courses and count them toward the major. A GPA of 2.0 overall and 2.0 in the biology major is required.

**What is an Internship?** It is an opportunity to get some practical off-campus experience, and receive some college credit for it.

**Why take an internship course?** An internship may help you make up your mind about the selection of a particular kind of career. It may give you the practical experience needed to get into a postgraduate career program. It could even help you get a job after you graduate.

**How is an internship arranged?** If you want to register for an internship, you must take the initiative in arranging it. You must contact the person or persons who will supervise you and explain the internship to him/her.

**With which outside agencies may internships be arranged?** This list will give you some idea of the possibilities, but does not exhaust them:

- ☐ Veterinarians and veterinary hospitals
- ☐ Hospital laboratories in which clinical tests are performed
- ☐ Physical therapy departments of hospitals and clinics
- ☐ Hospital pharmacies
- ☐ Industrial laboratories in which biologically related tests and procedures are performed
- ☐ Physicians and dentists whose practices and interest permit student observation and collaboration
- ☐ Laboratories operated by city, county, and state governments, especially those in which environmental and/or health-related tests or crime-detection tests and procedures are performed
- ☐ Pathology departments of hospitals in which tissues are prepared and examined for diagnostic purposes, and/or in which postmortem examinations are made
- ☐ County agents, environmental officers, and other professionals whose work deals with practical applications of biology in agricultural and natural settings
- ☐ Museum of York County, Discovery Place (Museum of Science & Technology), and other public educational institutions

**EACH INTERNSHIP MUST BE APPROVED BY  
THE CHAIR OF THE BIOLOGY DEPARTMENT,  
AND BY THE DEAN OF THE COLLEGE OF ARTS AND SCIENCES.**

To secure approval, the student should first see the biology chair and indicate the kind of internship activities desired. The chair may suggest possible supervisors, if suggestions are needed. The student should then contact one or more prospective supervisors and secure approval from one of them for internship work. Working with the prospective supervisor, the student should draw up a summary of the internship activities, following the model document on the next page. Of course, the activities for each internship will differ from one another. One hundred and fifty (150) clock hours of work are required for the three semester-hours internship (Biology 463), and fifty (50) clock hours for the one semester-hour course (Biology 461). Internship work plans should not include routine non-biological chores such as dishwashing, errand running, or typing, except when they are involved as part of a procedure, test, or other approved activity. The student must keep a log of daily activities, which is to be submitted to the chair of the biology department at the end of the internship.

**Some additional comments on internships:** Students must register for internship courses, just as they do for regular on-campus courses, and pay tuition charges.

The supervisor of the internship must send a signed letter to the chair of biology department at the end of the internship, indicating whether or not the student has fully and satisfactorily performed the activities described in the approved summary. Student interns have an important responsibility to communicate effectively with their supervisors; to be certain that they are at all times fulfilling their responsibilities.

A grade of S (satisfactory) or U (unsatisfactory) is assigned when a student completes an internship. The grade is based upon: the letter from the supervisor and the log of internship activities submitted by the student. Students may receive payment for their services when working in an internship. However, payment is not ordinarily involved.

Internships may be done either during regular academic terms (semesters, summer unities) or in interims or other periods when the student is not on campus.

**IMPORTANT: INTERNSHIPS THAT ARE BEGUN BEFORE APPROVAL IS GIVEN WILL NOT RECEIVE COURSE CREDIT.**

**BEFORE BEGINNING AN INTERNSHIP, THE STUDENT MUST PRESENT AN INTERNSHIP PROPOSAL TO THE BIOLOGY CHAIR. THE BIOLOGY CHAIR AS WELL AS THE DEAN, COLLEGE OF ARTS & SCIENCES, MUST APPROVE THE PROPOSAL.**

## Example of Internship Proposal in Biology

Proposal for Internship: Biology 463

Student: **(Name of Student)**

Participating Outside Agency: Pathology Department  
Piedmont Medical Center  
Rock Hill, SC 29730

Period of Internship: January 2, 1999 to April 29, 1999

Faculty Direction: Dr. Dwight Dimaculangan  
Professor and Interim Chair, Department of Biology  
Winthrop University  
Rock Hill, SC 29733  
803/323-2111 ext. 6424

Supervisor of Internship: **(Name of Supervisor)**  
(Include Title, Address, Phone)

Description of Work: Observe and assist in the gross examination and histological preparation of tissues received from surgery and autopsies.  
Observation of autopsies  
Apply fundamentals of histology by examining slides with **(Student's Name)** at designated times.  
Outside readings in pathology texts will supplement these consultations.

Requirements: A minimum of one hundred and fifty (150) hours internship experience, plus time required for the keeping of log and outside reading.

Evaluation: **(Student's Name)** will keep a daily log of the internship experiences, and this will be submitted to **(Dr. Dimaculangan)** upon completion of the internship. The supervisor will provide **(Dr. Dimaculangan)** with a recommendation for the course grade of S or U and/or a general appraisal of his/her performance. Having examined the log and the supervisor's comments, and discussed the internship with **(Student's Name)**, **(Dr. Dimaculangan)** will then assign the course grade.

Approvals: (signatures)

\_\_\_\_\_  
**(Dr. Dwight Dimaculangan)**, Professor and Interim Chair,  
Department of Biology

\_\_\_\_\_  
**(Dr. Peter Judge)**, Dean, College of Arts and Sciences

\_\_\_\_\_  
**(Name of Supervisor)**, **(Title of Supervisor)**

## Blank Form to Be Used For Internship Proposal in Biology

Student, Supervisor, and Director are each to receive a copy, with signatures of approval.

Winthrop University: Biology 461, 463

Name of Student: \_\_\_\_\_

Participating Outside Agency: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Faculty Director: Dr. Dwight Dimaculangan  
Professor and Interim Chair, Department of Biology  
Winthrop University  
Rock Hill, SC 29733  
803/323-2111 ext. 6424

Supervisor of Internship: \_\_\_\_\_  
(Include Title, Address, Phone) \_\_\_\_\_  
\_\_\_\_\_

Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requirements: A minimum of 50 hours internship experience for Biology 461 or 150 hours internship experience for Biology 463. A written log describing all internship activities including assigned readings, to be submitted to faculty director. \_\_\_\_\_ will keep a daily log of his/her internship experience, which will be submitted to the faculty director upon completion of the internship. The supervisor will provide the faculty director with a recommendation for the course grade, S or U, and/or a general appraisal of the student's performance. Having examined the log and the supervisor's comments, and discussed the internship with the student, the faculty director will assign the course grade.

Contract: \_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Student's Address

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Signature, Dean, College of Arts & Sciences