

Biology 460 & 461 - Internship in Biology Syllabus, Spring 2011

Dr. Alan Jaslow – 2010-2011 Biology Internship Coordinator

Internships are arranged through Sandi George Tracy in Career Services, overseen by the department internship advisor (Dr. Alan Jaslow), and supervised by an on-site sponsor(s). The Internship in Biology has both experiential and academic components. In addition to your work on-site, you need to keep a journal of your activities, and for 460 students produce a paper, or other agreed upon product.

The grade for this course is pass/fail and it does NOT count as upper level Biology credit toward the major requirements. However, it does provide course credits toward the total required for graduation. Details on these assignments, and due dates, follow below. It is your responsibility to keep up with these duties and announced deadlines. Your passing grade in this class depends on this. This isn't just me being picky and strict. Remember, internships are in part to give real life experience and training. In the work place, employment, advancement, and recommendations, will be determined in part or greatly from your professionalism. Paying attention to such timeline and assignment details independent of reminders, even over long periods of time, will be very important.

If you have not already made arrangements to start your internship or have questions about meeting your sponsor, contact Sandi George Tracy right away in Career Services. If any problems, concerns, or questions arise during the semester, please contact your sponsor, me, or Sandi George Tracy promptly so we can work to address the issue.

The Privilege of an Internship and Professional Behavior

Your internship is a privilege to provide you with experience in a community and professional setting. Be sure to consider site-specific professional dress and conduct. If you have questions before you go to your internship consult with me or Sandi George Tracy. Basically you want to respect the professionals on-site and their practice or business. You will want to look like a professional junior version of those practitioners. If you are dealing with the public, you will want to be seen as someone in the profession that they can respect. Be sure to obtain a confidentiality policy from the site and review your obligations. Pay attention and take notes if there is a formal or informal orientation. (In fact it will probably be good to always carry a note pad and pencil to take notes on any instructions). In most cases you will never record names or specific identifiers of patients or clients in your notes and journal and never discuss what you see in any way that can be identified with a specific patient's or client's identification. Remember, your behavior will reflect on your sponsor, his or her institution, Rhodes, and yourself. Your internship may provide you with a professional's letter of evaluation that you may want or need when you apply for graduate programs, scholarships, or jobs. He or she will have many friends in the Memphis and greater professional community and is free to discuss you and your internship, even if you do not ask for a formal letter of evaluation. We hope that you will gain insight into a career and/or professional setting, have access to professionals for discussions of careers, and to provide service to the community. As a professional in an internship setting you are there to serve your mentors and their patients or clients. Please make every effort to be a

curious, involved and helpful intern. But please note! You are there to help and/or observe. You may be asked to help with various duties in the office or practice, that help the office run, but are not clinical. This is not to be the balance of your experience, but you are there as free help and if they continue to offer internships, they may see the contributions that interns can make to their work load. Think of this as a community component. You want to be seen as someone not waiting around to be told to do something useful. Look for others in the office or building to shadow, during times when your primary mentor doesn't have anything for you. Your evaluations, may speak as much with what your attitude during non-clinical periods as clinical periods.

Allow your mentor to introduce you or not to her/his clients/patients. That way he/she can use the explanation or lack of explanation that she/he desires. At most sites you will not have a name tag or name badge. It will be up to the different sites to provide or not provide any specific identification, as they desire.

We get evaluations from you internship on-site mentor at the very end of the semester. Don't let these evaluations have comments such as "unprofessional", "seemed uninterested", or "not on time." Such comments if they are on letters to your professional school will be a red flag, if not an out and out veto. Even if these mentors are not asked to write on your behalf, they may be in contact with admissions committees or other LOE writers.

Credit Hours

Internships can be for 1-2 hours credit (BIO 461), or 3-4 hours credit (BIO 460), which allows for F11 standing). Credit hours at Rhodes expect from 3-4 hours of work/credit hour/week (so for a typical four hour internship, 12-16 hours/week). We understand that all weeks may not allow for equal time participation, but commitment must span all weeks, unless you have a different prior agreement. Your work on-site will not usually be flexible. Your sponsor will expect you to be on-site at agreed upon times just like with any other professional's work schedule. The expectation for a four hour internship (BIO 460) is that you will spend at least (about) 8 hours per week on site at your internship and devote additional time each week to your preparation, journal, and paper (literature research, preparation, and writing). If you are taking an internship for 1 or 2 hours (BIO 461), you will not be required to write a paper (or produce a product other than your journal). Your time will be spent at your internship and on your journal. Check your course schedule to **be sure you are enrolled in the appropriate number of credits.** Banner may default to one credit unless you specify otherwise after the fact. **Email me to confirm the number of credits that you should have, and I will notify the registrar to correct any errors and change sections if needed.**

Your Journal

Your journal should show how your time commitment was fulfilled. Submission of your journal and paper is considered a pledge that you have fulfilled your time commitments.

You must keep a journal which details your activities and represents your reflections. You need to keep a journal of your activities while on sites while following rules regarding confidentiality laws. This can be an electronic or hand written document. You should be able to use your

journal later to help you when applying to a professional program, with dates, locations, activities, mentors, what you saw, and your thoughts. For many programs, such as medical school, you will want to be able to discuss your journey to that profession and be able to recall feelings or thoughts of the first time you saw x, or what you thought about the way a practitioner treated a patient. It may be hard for some of you to be in touch with your feelings or to write with self awareness, but journaling is a way to practice this and it will be important when you are writing your application essays. When you apply to schools or jobs, you may use your journal for names and contact information to ask an internship mentor for a letter of evaluation. Please make entries in a timely fashion, ideally, just after you return from each on-site activity. I will review the journal at the end of the semester. If it is handwritten and you don't have a copy, it will be available for you to pick up during exam week or at the beginning of the next semester. You will want this journal, so be sure to keep track of it and get it back.

Your Paper (or other product)

If you are taking the internship for 3 or 4 credits you will need to write a paper (or other product with prior agreement). The research paper is to be 6-8- pages, including references and figures, if any (Times Roman font size 10-12, one inch margins all around, double spaced). In most cases, you should be working on your paper throughout the semester to fulfill your time commitment. You have the freedom to pick a topic of your choice. The purpose of this research paper is to involve you in an in depth investigation of current primary research literature pertaining to a topic important to your internship. Topics may include a detailed look at a particular disease, treatment or diagnostic technique, a case study on a patient, ethics, economics, sociology, pedagogy, etc. Be sure that your topic clearly relates to the subject of biology and the activities of the internship. You may want to have your internship mentor or myself weigh in early in the semester.

This is not a personal story of your experience as an intern or what you personally learned from your internship; that material will go in your journal. You should however have a preamble to your paper on how this topic applies or was suggested by your internship.

You will want to keep an annotated list of the articles that you have read for your paper. This will help you when you write. You may keep this annotated bibliography or planning notes electronically or handwritten on paper.

Plan to start early in your consideration of a topic, and in your search for, relevant primary literature. There are many excellent primary and non-primary (ie review articles) that will be useful for you to read and cite in your paper. We would like to you further understand the differences between scholarly reviews or treatment guides and primary research. Adopting conclusions and recommendations from reviews or current state of the art presentations requires a level of trust in the authors. One assumes that these authors have been critical and have made the proper interpretations of others primary research. All professionals need to depend on such articles and texts to allow us to assimilate material rapidly and to share work (others read and drew conclusions or made recommendations based on many studies). This internship is a chance to read some relevant primary literature as well. It is hard for anyone not working in the same area (doing research on same topic) to read such articles critically and few of us have the

expertise to evaluate a researcher's choice of techniques or statistical tests. We have to depend on the peer review system in place at referred professional journals (whether in print or online).

In your final product you must include discussions of, and citations from, at least 6 citations, with 4 being peer reviewed primary research articles. Primary literature is a researcher's publication of his or her own research for the first time in a peer reviewed refereed Journal. Be sure to understand what this means. These are not materials from text books, internet websites, physicians brochures and pamphlets, or magazines. These should also be recent (published within the last 2-5 years). If you share some ideas with your internship sponsor, he or she may have advice on the availability of literature for the topic or specific references. Both may help you decide on a topic and get you started. You must site all sources correctly. There will be another document (the Biology Dept. Handbook section on citations) concerning this topic, but be sure that you understand accepted correct and complete citation methods!

Your final product must include at least six references, including at least four primary sources.

Obligations, Schedule, with Due Dates , for the course. With the attached text this document = your Syllabus

All due dates are **3pm** on the day indicated. One should try to accomplish these goals before these final due dates.

-Due by Wed Jan 28, 2011- In the first 2 weeks of the term start our internship onsite attendance.

Notify Dr. Jaslow of your start date, as soon as you start.

Start your Journal.

-Due by Wed., Jan 28, 2011. Within the first 2 weeks of class, you need to either meet with me during one of two lunch meetings Jan 26 or 27th in a Rat room (TBA) or a one on one meeting with me to discuss "Professionalism"

-Due by Thur., Feb 9, 2011 (by the fourth week of classes)

To have been completed

- A) show and discuss your journal entries to date with Dr. A. Jaslow
- B) Hand in a title with a short statement of your research topic, along with the titles of at least 4 of the 6 required articles that you will use, with 2 of these 4 being primary sources! You must do this, using complete, proper, citations It is expected that you have started to get these articles in hand or have read them. If not you still have time before the next deadline.

-Due by Mon., Feb 28 (1 week before Midterm grades are due):

A one page summary of your research paper proposal and at least the 4 primary research articles that you will use.

Follow each citation with two or three sentences about each paper explaining why it will be of use to your paper.

-Due by Wed., Apr., 6 (Three weeks before the last day of classes) : Submit a rough draft (hard copy) of the paper to. You will receive feedback within approximately three days to one week. If your paper is acceptable at this time you may be told that you have fulfilled your final paper obligation. A good goal to have.

-Due between Mon., April 11-Wed., April 20 (last 12 days of class)
Group Meetings if announced (TBA) or ,
Individual meetings with Dr. A. Jaslow

-Due by Thur., April 27 (last day of met classes)

- A) Submit an electronic or hard copy of your final research paper to Dr. A. Jaslow, unless your draft was accepted to fulfill this step. If your internship mentor was involved in your paper or product, you will need to give him or her a hard copy of this paper. If a product for her or his use, also supply an electronic version. As you have all semester to work on this; you may turn it in as early as you like, but no extensions will be granted.
- B) Also, turn in your journal (hand written copy or electronic) to me to review. If this is a hard copy, you will want to get this back for your use, so wait for it, come back in no later than 24 hours. Again, I hope that most of you have done this earlier before this date.

Grading

Your pass/fail grade in this course will be determined by me, sometimes in consultation with your sponsor. Roughly equal weighting will be given to your: written assignments, your participation on-site, and your ability to complete tasks as assigned by deadlines.

Midterm grades will reflect whether or not you are on track with your deadline and requirements to date. Although a pass/fail class, actual letter grades may be used during midterm evaluation to give a better view of where you stand with your grade at that time. It will be based on the assignments and deadlines above. Our midterm grade report system only allows one to report a P, D, or F for a Pass/Fail class. Remember although you might pass this course, you also want to leave a good impression with me and your mentor. Ask yourself, have you gained a supportive letter for your future applications? Don't expect a positive evaluation, just because a writer agreed to write you a letter. You need to earn these letters. Even without writing a letter of evaluation (LOE) for your future application your mentor will be asked to evaluate you at the end of the term. Career Services and I will see these evaluations. Your mentors may choose to share their thoughts on your work, abilities, professionalism, and initiative, with others as well.

Enjoy this great opportunity to explore and grow.

Please see the separate document on plagiarism and citations. These sections on proper writing for this course are taken from the December 2010 draft of a Bio Dept. Handbook.