REQUEST TO REGISTER FOR BIOLOGY 3996: INTERNSHIP IN BIOLOGY

Biology 3996, Internship in Biology, is a course arranged between a student, a full-time or active part-time faculty member of the UMD Biology Department, and an external employer involving work in a special field of Biology. A student may receive a salary for the internship as arranged with the employer; this does not affect the student’s ability to gain credit for the internship. Working for the employer is not, by itself, grounds for internship credit. The work experience must involve learning biology at a level comparable to that in an upper-level Biology course and to an extent commensurate with the credit to be earned. After the conclusion of the internship, a detailed written report of the learning experienced must be found acceptable by the faculty sponsor before a passing grade would be assigned. The faculty sponsor may also require “mid-term” reports during the course of the internship.

The course is graded S-N and can be taken for either 1 or 2 credits per semester. A maximum of 1 credit of Biology 3996 may be used toward the elective requirements of the Biology Major or the Cell and Molecular Biology Major, and a maximum of 2 credits may be used toward a student’s overall degree. The number of credits requested (1 or 2) must be clearly justified in the proposal. A total of at least 100 hours must be spent performing the internship for 1 credit, or at least 200 hours for 2 credits.

To be considered for departmental approval to register for Biology 3996, a student must submit a completed form (see next page), a typed proposal that describes the internship activities and responsibilities, and a current transcript. The proposal must include an explanation of the activities to be done and the procedures that will be used, to the satisfaction of the faculty sponsor. A student must be making satisfactory progress toward a degree before a request can be considered.

The final grade for the course will be determined by the faculty sponsor and will be based on the quality of a report submitted to the faculty sponsor by the end of final exams week during the semester in which the credits are being earned. The report must include 1) the activities carried out during the internship, and 2) how the internship strengthened the student’s education in biology. If the report is not in by this date, an Incomplete may be assigned [link to form].

To the student: Print the following page (“the form”) and fill it out completely, including signatures from your academic advisor, faculty sponsor, and direct supervisor at the employer. Then append the form to your proposal and a current transcript, and submit them to the Biology Department secretary (room #207 SSB), who will route your request within the Department. If approved, you will be given an override number to register for the course. Your request must be submitted at least two weeks before the start of the semester.
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Student name (Please Print) ___________________________ ID number ____________
E-mail_________________________ Phone_________________________
Major_________________________ Minor__________________________
Total credits completed____________
Semester and year for which registration is requested_______________
Number of Biol 3996 credits to be taken____________
Do you want to apply these credits to the Cell and Molecular Biology major?______
Name and location of employing organization______________________________
Name and job title of direct work supervisor______________________________
Phone and e-mail of direct work supervisor______________________________
Have you taken Biol 3996 before? ________ When, and how many credits? ______
What was the title of your previous internship? ____________________________
____________________________________________________________________

APPROVED BY:

Academic Advisor________________________________________ Date___________
Biology Faculty Sponsor____________________________________ Date___________
Direct Work Supervisor____________________________________ Date___________
Director of Undergraduate Studies___________________________ Date___________
Biology Department Head ________________________________ Date___________