CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
APPLICATION FOR CREDIT

BIO 4410 INTERNSHIP IN BIOLOGY – LEARNING PLAN

Note to Student: This application must be completed and signed by you and your internship site supervisor, and submitted to the faculty coordinator for approval by the third day of classes. A permission code to add BIO 4410 will be generated for you after faculty approval. After enrolling, you will need to submit additional University internship forms at BroncoServe https://app.calstates4.com/cpp. Students who fail to complete the online forms by the end of Week 2 **may** be dropped from the class. For each unit taken, you are expected to complete a minimum of 4 hours service each week or 60 hours per semester. By the end of Week 15, you are expected to submit a 2-page report describing your duties and the value of this experience as it relates to your education and career goals. Please consult your faculty coordinator for the report submission mechanism.
Note to Student's Internship Site Supervisor: The student identified below wishes to earn academic credit for experience gained from internship services under your supervision. Please complete items 3, review item 4, and sign the document (item 6). If this is your first time sponsoring a Cal Poly Pomona intern, the University's Center for Community Engagement will contact you for the Site Self-Assessment and Internship Agreement forms.

1. Student Name: _____ Student ID#: _____
   Last First

   Phone: (_____)_____ Email: _____

   Major: ☐ Biology ☐ Biotechnology ☐ Environmental Biology Academic Standing: ☐ Fresh ☐ Soph ☐ Jr ☐ Sr

2. BIO 4410 credit to be earned during the _____ Semester 20____ CRN _____ Units ____ Required hours _____
   Check the following box if the proposed internship will be used to satisfy a BIO 4410 requirement for your major. ☐

3. Internship Sponsor Information

   Business/Organization : _____

   Site Supervisor: _____ Title: _____
   Last First

   Mailing Address: _____

   Business Phone: (_____)_____ FAX: (_____)_____ Email: _____

4. Briefly describe the specific learning objectives of the proposed internship, including duties and responsibilities of the intern, and the relevance of the internship to the student's academic program and career goals.

5. Student Signature _____ Date _____

6. The undersigned internship site supervisor agrees to guide this student's work, to discuss any concerns about the intern's performance with him/her directly and with the faculty coordinator if necessary, and to submit a letter grade and verification of hours worked at the end of the internship.
   Site Supervisor Signature _____ Date _____

7. The undersigned Cal Poly Pomona Univ. (CPP) faculty advisor has examined and approves the student's learning plan.

   CPP Faculty Advisor Signature _____ Date _____