**BIO 4410 - Internship in Biology (1-2)**

(Catalog description)

On-the-job training and work experience in the biological sciences under the guidance of a faculty internship coordinator and on-site job supervisor. The internship is arranged by the student and may not be a continuation of an ongoing job or volunteer experience. A minimum of 4 hours per week (60 hours/semester) per unit credit. Grade will be based on a written evaluation from the job supervisor and an evaluation of the student presentation and/or written report by the internship coordinator. Student must be enrolled in BIO 4410 during the term in which work at the internship site is done. Hours worked in one term may not carry over into another. A maximum of 4 units of BIO 4410 and/or BIO 4610 is allowed as elective core units for Biology, Biotechnology, and Environmental Biology majors. May be taken unlimited times. Prerequisite(s): Completion of 60 or more units. Overall GPA of 2.0 or higher. Completed application signed by the onsite job supervisor and on-campus internship coordinator.

**Component**(s): Supervisory

**Grading Basis**: Graded Only

**Repeat for Credit**: May be taken multiple times

**Repeat for Credit Limit**: Unlimited

**Note(s)**: May count towards required and/or electives. Please refer to each major program for the maximum units

allowed.

**Bio 4410 Internship for pre-professional track students (1 - 2 units/semester)**

1 unit = 60 hours of work, or 4 hours/week for 15 weeks.

2 units = 120 hours of work, or 8 hours/week for 15 weeks.

* **Internship site has to establish partnership with CPP** (<https://www.cpp.edu/cce/partners/internships.shtml>) in order for students to enroll in internship course (BIO 4410) as an intern with the internship site.
	+ **There are over 50 healthcare related internship sites that have been established for CPP students. For a list of established internship sites**, please log into Cal Poly Pomona [BroncoSERV](https://app.calstates4.com/cpp). and search for the specific internship site you are interested in and find out the contact information for the internship site.
	+ If you are working/volunteering at a healthcare provider location that is not a CPP approved internship site and would like to sign up for BIO 4410 internship credit, pelase talk to your on site supervisor about establishing an internship partnership with CPP by following the guideline listed at [https://www.cpp.edu/cce/partners/internships.shtml.](https://www.cpp.edu/cce/partners/internships.shtml)
* **Procedures to Enroll in BIO 4410**
	+ 1. Please make sure that your internship site has already initiated the process of establishing an internship partnership with CPP before you begin the process of enrolling in BIO 4410.
		2. Complete and sign the “BIO 4410 Internship - Learning Plan” form and have your internship site supervisor sign it as well.
		3. Submit the “BIO 4410 Internship - Learning Plan” form to Preprofessional advisor Dr. Zhao to review and sign.
		4. You will be provided a permission number to enroll in a section of BIO 4410 listed under Dr. Zhao should your “BIO 4410 Internship - Learning Plan” is approved.
		5. After enrolling, submit additional university internship risk-reduction forms at BroncoServe at <http://app.calstates4.com/cpp>, which should be completed asap (ideally by the end of week 2).
* **Complete the “Internship Report Template” below** during your internship, have it signed by both intern and internship supervisor and then submit to Dr. Zhao at the conclusion of internship.

**Internship Report Template**

Student (Print Name): Term:

Internship Organization:

Internship Supervisor:

Internship Supervisor email: Phone #:

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| **Name:**  | **Department/Major:** |
| **Internship Dates** | **Internship hours** | **Brief Summary of Internship Tasks Completed** | **Feedback on the internship experience (ex. would you recommend to other students and how it may be improved?)** |
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Student Signature: Date:

Internship Site Supervisor Signature: Date: