

Internship in Life Sciences (3 credits)

Course Catalog Code and Section Number

01:119:205 (cross-listed with 11:015:205 for SEBS students)

Semester

Fall, Spring, Summer

Course Coordinator and Contact Information

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Course Meetings

No scheduled meetings as a class, students must coordinate with their internship supervisor to complete the required hours.

Prerequisite Coursework

General Biology 119:115, 116, 117.

Additional Requirements

Declared Life Sciences Major or by Special Permission of the Instructor. A cumulative GPA of 2.0 minimum.

Course Description

The Internship in Life Sciences is a 3-credit course offered through the Division of Life Sciences for students from SAS and SEBS who are majoring in Biological Sciences or other Life Science majors (with permission) and have secured an approved life science-based Internship. Students must complete either the specific hour requirement of their formal internship program or, if not designated by the Internship, a minimum of 112 hours during the semester (or summer 12-week period) to earn three credits. A professional at the internship site and the course administrator supervise the Internship. Students must also complete online asynchronous academic assignments throughout the semester to earn the degree credit.

This course aims to provide students with the opportunity to develop experience and knowledge regarding the expectations, qualifications, competencies, and responsibilities of professionals working within the life sciences

through an internship experience with an academic component. Students will integrate their life science knowledge from their coursework into the Internship experience, develop new skills, and reflect on their learning experience.

Learning Goals

- I. To acquire the appropriate factual and conceptual knowledge that provides students with a foundation to further their education and career in life science or health science. Students will be able to demonstrate basic knowledge (ex., identify, define, explain...) of the concepts, practices, and principles that comprise the biological sciences.
- II. To develop critical thinking and problem-solving skills appropriate to prepare students to evaluate, synthesize, and generate knowledge that provides them with a competitive advantage to adapt to an evolving, global, and knowledge-based society. Students will be able to demonstrate the application of higher-order thinking (ex., classify diagnosis, evaluate, synthesize, hypothesize...). Students will develop an understanding of not only the connections within biology but also the connections between biology and other scientific disciplines.

Course Learning Goals:

1. Provide students with internship experience and the opportunity to apply knowledge, skills, and experiences from life science coursework to the work environment and acquire new learning through challenging and meaningful activities.
2. Explore and practice important career readiness skills, including resume development, written communication skills, and networking with professionals.
3. Increase awareness of individual potential for entrance into the specific field of work and identify the key skills and knowledge required for success in the workplace.
4. Recognize and demonstrate professional and ethical behavior in the workplace.
5. Develop and maintain positive professional relationships in the life science community.
6. Demonstrate awareness of community and/or organizational issues.

How to Enroll in the Course

Application Deadline: Third Friday of the Semester

1. **Identify Internship Opportunities:** Identify formal internship programs or opportunities within the life sciences industry that align with your academic interests and goals. Utilize Handshake, Indeed.com, or other Rutgers Office of Career Exploration and Success (<https://careers.rutgers.edu/>) resources to find and apply to programs. Discuss your internship plan with Dr. Carr-Schmid to ensure the Internship will count for this course.
2. **Interview with the potential Internship Supervisor and discuss the expectations for your role in their program.** Once accepted, work with your Internship Supervisor to learn relevant background

information and to establish three clear learning objectives for the Internship or create a one-page research proposal, depending on the project. The goals should be life sciences related. Dr. Carr-Schmid will need to approve the goals or research proposal before the next step. Ensure you fully understand what will be expected of you before committing, including the activities, time commitment and schedule, and any requirements. Students must complete a minimum of 112 hours during the semester and should plan their schedule in conjunction with them.

3. **After securing the Internship, initiate the *Internship in the Life Sciences DocuSign and perform using the posted link*.** You will need your Internship Supervisor's work-related contact information to begin the contract. Complete all indicated areas for the Student Intern. The contract will be forwarded to your Internship Supervisor for approval and then to the Course Instructor for final departmental approval. Please inform them that the DocuSign form is coming and that they must complete it.

4. **Once approval is finalized, you will receive an SPN to register for the course.** This can be found in the completed *Internship in the Life Sciences DocuSign power form* contract that you will receive automatically after all parties have signed. If approval occurs after the drop-add period has ended, you will require assistance from an academic dean from your school to add the course. Once registered for the course, please visit the CANVAS course site and review additional course information, assignments, and deadlines for which you are responsible.

Guidelines for Internship Conduct and Expectations:

- Students representing Rutgers University at their internship site should behave professionally and are expected to uphold the same standards of conduct as those outlined by the Rutgers Student Code of Conduct.
- Students must notify the Course Instructor if there is a change in their internship position, Internship Supervisor, or other significant aspects of the Internship so that it now differs from the original Internship agreed upon.
- International students must contact Rutgers Global–International Student and Scholar Services before beginning each Internship to obtain appropriate authorization for an off-campus internship.
- Students may not take two different internship courses for the same Internship simultaneously.
- Students must be registered for the Internship course to receive credit.
- Students must complete a minimum of 112 hours during the semester. If a student cannot complete the requirements, they should contact their Internship Supervisor and Course Instructor to discuss.
- Students must provide authorization for their Internship Supervisor may release their completed midpoint and endpoint evaluations of their performance to the Course Instructor to fulfill the course requirements and to receive credit.
- Students must complete the weekly online assignments to fulfill the requirements for the course and receive credit.

- Students must notify the Course Instructor if the internship environment is unhealthy or unsafe, if illegal behavior or activities occur, including sexual harassment, if they are subject to any unlawful discrimination or fraud, or if there are safety code violations.
- Students understand that if they violate any of the above provisions or any Rutgers policies or procedures, they may be subject to the following sanctions: loss of academic credit for the internship experience, loss of eligibility to participate in future internships, or referral to the Rutgers Office of Student Conduct.

COURSE TOPICS:

Week	Topics Addressed in the Readings and Assignments
1	Introduction/Time Management
2	Career Readiness
3	Professionalism/Ethics in the Workplace
4	Leadership Styles and Impact in the Workplace
5	Value of Networking
6	Mid-point Evaluation of your Internship
7	Career and Occupation Analyses
8	Workplace Culture Analyses
9	Resume Development
10	Resume Completion Final Reflection & Review

LIST OF REQUIRED BOOKS AND/OR MATERIALS:

All course materials, including readings, will be made available on Canvas.

GRADING

- Scale: A (90-100), B+ (85-89), B (80-84), C+ (75-79), C (70-74), D (65-69), F (<65)

COURSE ASSESSMENTS:

Detailed information and due dates regarding specifics for all assignments will be found on the Canvas course site.

Assignments	Percentage
Journal Entries/Guided Reflections	40%
Site Supervisor Mid-Point Evaluation	Required for credit
Resume Update	10%
Final Personal Reflection Paper	10%
Research Paper/Project Summary	20%
Site Supervisor Final Evaluation	20% -Required for credit
Total	100%

FOR STUDENTS RE-ENROLLING IN 119:205:

Students continuing their internship may re-enroll in the course and receive degree credit again. Students will not complete the same professional development assignments, but instead complete weekly reflections, a 2–3-minute Internship video overview, final reflection, and a 10-page paper on the scientific aspects of the Internship project (or substitution of a poster, if presenting their work at a meeting).

COURSE ASSESSMENTS FOR RE-ENROLLING STUDENTS:

Assignments	Percentage
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Weekly Reflections	40%
Site Supervisor Mid-Point Evaluation	Required for credit
2–3-minute Research Video	10%
Final Personal Reflection Paper	10%
Research Paper/Project Summary	20%
Site Supervisor Final Evaluation	20% -Required for credit
Total	100%

Course and University Policies

Academic Integrity

Rutgers University takes academic dishonesty very seriously. By enrolling in this course, you assume responsibility for familiarizing yourself with the Academic Integrity Policy and the possible penalties (including suspension and expulsion) for violating the policy. According to policy, all suspected violations will be reported to the Office of Student Conduct. Academic dishonesty includes (but is not limited to):

- Cheating
- Plagiarism
- Aiding others in committing a violation or allowing others to use your work.
- Failure to cite sources correctly.
- Fabrication
- Using another person's ideas or words without attribution, including re-using a previous assignment
- Unauthorized collaboration
- Sabotaging another student's work

Consult *Don't Plagiarize: Document Your Research!* This document offers tips about how to take notes so that you don't plagiarize by accident: http://www.libraries.rutgers.edu/avoid_plagiarism. If you are ever in doubt, please consult one of your instructors for guidance.

AI Usage Statement for this Course

In this course, students will be instructed on whether they may use Generative AI tools, like ChatGPT and Gemini, on specific assignments. The instructions for all assignments will include information about AI use and in what ways it may be used on the assignment. All sources, including AI tools, must be appropriately cited. While these tools can be helpful, it is essential to use them cautiously due to concerns such as bias, privacy, and accuracy. Use is not required to complete any of the assignments. Students remain responsible for the content submitted.

Technology Requirements

Students must have computer access to the Canvas course site. Please visit the Rutgers Student Tech Guide page for resources available to all students. If you do not have the appropriate technology for financial reasons, please email Dean of Students deanofstudents@echo.rutgers.edu for assistance. If you are facing other financial hardships, please visit the Office of Financial Aid at <https://financialaid.rutgers.edu/>.

Disability Accommodations

To register for accommodations and consult the policies and procedures of the Office of Disability Services website: <https://ods.rutgers.edu>. To receive consideration for reasonable accommodation, a student with a disability must participate in an intake interview and provide documentation to the Office of Disability Services.

Student Support and Mental Wellness

- Student Success Essentials: <https://success.rutgers.edu/>
- Student Support Services: <https://www.rutgers.edu/academics/student-support/>
- The Learning Centers: <https://rlc.rutgers.edu/>
- Rutgers Libraries: <https://www.libraries.rutgers.edu/>
- Bias Incident Reporting: <https://studentaffairs.rutgers.edu/bias-incident-reporting/>
- Dean of Students – Student Support Office: <https://success.rutgers.edu/resource/dean-students-student-support-office>
- Office of Veteran and Military Programs and Services: <https://veterans.rutgers.edu/>
- Student Health Services: <http://health.rutgers.edu/>
- Counseling, Alcohol and Other Drug Assistance Program & Psychiatric Services (CAPS): <http://health.rutgers.edu/medical-counseling-services/counseling/>
- UWill: free immediate access to teletherapy; you can choose a therapist based on your preferences including issue, gender, language, ethnicity. <http://health.rutgers.edu/uwill/>
- Office for Violence Prevention and Victim Assistance: www.vpva.rutgers.edu/
- Office of Disability Services: <https://ods.rutgers.edu/>
- Basic Needs Assistance (food, housing, and other essentials): <https://ruoffcampus.rutgers.edu/basic-needs>
- Rutgers Student Food Pantry: <https://ruoffcampus.rutgers.edu/food-pantry>