

**COURSE NAME; NUMBER**

Internship in the Life Sciences: 01:119:205 (cross-listed with 11:015:205)

**SEMESTER; MEETING DAYS, TIMES, AND PLACE.**

Summer 2022; Canvas Course Site

Asynchronous

**CONTACT INFORMATION:**

Instructor: Anne Carr-Schmid, Ph.D.

Office Location: Nelson Laboratories B112, Busch Campus

Phone: 848-445-2075

Email: schmid@biology.rutgers.edu

Office Hours: By arrangement

Course Administrator: Kristen Lester

Office Location: Martin Hall Room 109, Cook Campus

Phone: 848-932-3620

Email:kaf38@sebs.rutgers.edu

**PREREQUISITES/COREQUISITES:**

Declared Life Sciences Major or by Special Permission of the Instructor

Cumulative GPA of 2.0 minimum

**CREDITS: 3****Course Description:**

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

This purpose of this course is 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 academic component. Students will integrate knowledge from their life science coursework to the internship experience, develop new skills, and reflect on their learning experience.

## **LEARNING GOALS:**

### Departmental Learning Goals

I. To acquire the appropriate factual and conceptual knowledge that provides students with a foundation to further their education and career in the areas of 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.

IV. To develop critical thinking and problems 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 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 an 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.

## **COURSE TOPICS:**

<b>Week</b>	<b>Topic</b>
<b>1</b>	<b>Introduction</b>
<b>2</b>	<b>Time Management</b>
<b>3</b>	<b>Career Readiness</b>
<b>4</b>	<b>Professionalism/Ethics in the Workplace</b>
<b>5</b>	<b>Leadership Styles and Impact in the Workplace</b>

<b>Week</b>	<b>Topic</b>
<b>6</b>	<b>Value of Networking</b>
<b>7</b>	<b>Mid-point Evaluation of your Internship</b>
<b>8</b>	<b>Career and Occupation Analyses</b>
<b>9</b>	<b>Diversity and Inclusion Analysis</b>
<b>10</b>	<b>Informational Interview</b>
<b>11</b>	<b>Resume Development</b>
<b>12</b>	<b>Resume Completion Final Reflection &amp; Review</b>

**Course Assessment:**

<b>Assignments</b>	<b>Percentage</b>
Entry Survey	Required to Pass Course
Journal Entries	40%
Informational Interview	10%
Site Supervisor Mid-Point Evaluation	Required to Pass
Resume Update	10%
Final Reflection Paper	20%
Exit Survey	Required to Pass
Site Supervisor Final Evaluation	20%
<b>Total</b>	<b>100%</b>

**Grading Scale:**

<b>A</b>	<b>90-100</b>
<b>B+</b>	<b>80-89</b>
<b>B</b>	<b>75-79</b>
<b>C+</b>	<b>70-74</b>
<b>C</b>	<b>65-69</b>
<b>D</b>	<b>60-64</b>
<b>F</b>	<b>Below 60</b>

## **LIST OF REQUIRED BOOKS AND/OR MATERIALS**

All course materials will be made available on Canvas.

## **SELF REPORTING ABSENCE APPLICATION**

Students are expected to attend all classes; if you expect to miss one or two classes, please use the University absence reporting website <https://sims.rutgers.edu/ssra/> to indicate the date and reason for your absence. An email is automatically sent to me.

## **ACCOMODATIONS FOR STUDENTS WITH DISABILITIES**

Please follow the procedures outlined at <https://ods.rutgers.edu/students/registration-form>. Full policies and procedures are at <https://ods.rutgers.edu/>.

## **FINAL REFLECTION PAPER DATE AND TIME**

The final paper must be submitted to Canvas course site by the end of the assigned final exam period <https://scheduling.rutgers.edu/scheduling/exam-scheduling/final-exam-schedule>

## **ACADEMIC INTEGRITY**

The university's policy on Academic Integrity is available at <http://academicintegrity.rutgers.edu/academic-integrity-policy>. The principles of academic integrity require that a student:

- properly acknowledge and cite all use of the ideas, results, or words of others.
- properly acknowledge all contributors to a given piece of work.
- make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
- uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to ensure that

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments.
- all student work is fairly evaluated and no student has an inappropriate advantage over others.
- the academic and ethical development of all students is fostered.
- the reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

## **STUDENT WELLNESS SERVICES**

Just In Case Web App <http://codu.co/cee05e>

Access helpful mental health information and resources for yourself or a friend in a mental health crisis on your smartphone or tablet and easily contact CAPS or RUPD.

#### Counseling, ADAP & Psychiatric Services (CAPS)

(848) 932-7884 / 17 Senior Street, New Brunswick, NJ 08901 / [www.rhscaps.rutgers.edu/](http://www.rhscaps.rutgers.edu/)

CAPS is a University mental health support service that includes counseling, alcohol and other drug assistance, and psychiatric services staffed by a team of professional within Rutgers Health services to support students' efforts to succeed at Rutgers University. CAPS offers a variety of services that include: individual therapy, group therapy and workshops, crisis intervention, referral to specialists in the community and consultation and collaboration with campus partners.

#### Violence Prevention & Victim Assistance (VPVA)

(848) 932-1181 / 3 Bartlett Street, New Brunswick, NJ 08901 / [www.vpva.rutgers.edu/](http://www.vpva.rutgers.edu/)

The Office for Violence Prevention and Victim Assistance provides confidential crisis intervention, counseling and advocacy for victims of sexual and relationship violence and stalking to students, staff and faculty. To reach staff during office hours when the university is open or to reach an advocate after hours, call 848-932-1181.

#### Disability Services

(848) 445-6800 / Lucy Stone Hall, Suite A145, Livingston Campus, 54 Joyce Kilmer Avenue, Piscataway, NJ 08854 / <https://ods.rutgers.edu/>

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: <https://ods.rutgers.edu/students/registration-form>.

#### Scarlet Listeners

(732) 247-5555 / <http://www.scarletlisteners.com/>

Free and confidential peer counseling and referral hotline, providing a comforting and supportive safe space.