LF SCI 199R
STUDENT INTERN CHECKLIST

Before you go

1. Read the Syllabus: Be aware of all the requirements that the class requires of you.
2. Fill out the Student Application Form:
3. Internship Information Form: Fill it out (giving us your information, your provider/supervisor’s information), and sign/agree to do what the Internship Agreement requires you to do.
4. Master Agreement: If your provider/supervisor has never had BYU students, they need to fill out this form and send it to us. You can check to see if your provider is already in the data base through this URL https://saas.byu.edu/internships/
5. Turn in the 3 previous forms for approval of your internship.
   If the Internship is accepted you will be notified by e-mail to fill out the IRAM form. When that form is completed you will be cleared to register for the class. NOTE: If you are applying for an international internship, you will not fill out the IRAM, but work with the Kennedy Center for International Studies, instead.
6. Attend an orientation interview with the Internship Coordinator, Gale Larson.

During

Make sure to let us know if there is anything we can do for you. Work hard; represent yourself and BYU by obeying the Honor Code. Get a start on your paper.

After internship

Complete and turn in your paper on the 2nd reading day. Turn it/email/fax it in to the Life Sciences Internship Coordinator (380 WIDB). Then fill out the Intern Evaluation Survey online that will be e-mailed to you.
Life Sciences 199R
Credit Hours: v1-3

Faculty: Dr. Shauna C. Anderson Young, Ph.D.
Office: 380 WIDB
Office Hours: 8 a.m. – 5 p.m.
Office Phone: 801-422-3042
Internship Coordinator: Gale Larson
Email: gale_larson@byu.edu

Student Internship Coordinator: 801-422-3042
Email: lifesciences@byu.edu

Required Materials
- Application
- Syllabus

Course Purposes
LfSci 199R is a non-research internship where practical work experiences related to various fields of biology and professional careers enhance student learning through hands-on experiences and close collaboration with a qualified off-campus mentor. This class may be taken for a variable number of credits 1-3.

Course Learning Outcomes
1. Gain work experience and an insight as to the type of career possible by observing a qualified provider.
2. Exhibit proficient writing skills by producing a summary paper at the conclusion of the internship.
3. Function as a collaborative team member while participating in the internship experience.

Course Procedures

Grading Procedures
This is a pass-fail graded course. A passing grade will be based on an evaluation of your work by Dr. Anderson Young and your on-site (off-campus) provider. The final grade will be influenced by the manner and timeliness in which you carried out assignments and interviews.

Assignment Descriptions

Paperwork: Students participating in LfSci 199R are expected to get their internship approved by Dr. Anderson Young who will act as their internship faculty advisor. Fill out all necessary paperwork to turn in for approval. The paperwork includes a Student Internship Application, Intern Information form, and Master Internship Agreement (Only necessary if a student is the first student to intern with a particular organization, check on the following link: https://saas.byu.edu/internships/). The internship itself is subject to the rules and guidelines established by the university and the individual provider.

Summary Paper: Students are required to submit a 1-2 page paper summarizing their experience. It is due the last reading day of the semester or term by email; lifesciences@byu.edu. At the top of the paper or on a cover sheet include the following:
- Name
- Student ID #
- Class enrolled in (ex. LfSci 199R)
- Semester enrolled in (ex. Fall 2010)

Internship Provider/Supervisor Evaluation: Upon completion of your internship you will need to fill out an evaluation on your mentor that will be sent to you via e-mail.

Internship Completion Interview: This meeting is best completed in person; however, a phone appointment can be conducted if you will not be on campus. Completion of this final interview will be a factor in your final grade.
Course Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Procedure</th>
<th>Authorizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the beginning of the semester</td>
<td>Application, approval process</td>
<td>Dr. Anderson Young</td>
</tr>
<tr>
<td>Before add/drop date</td>
<td>Be enrolled as an academic internship student</td>
<td></td>
</tr>
<tr>
<td>By appointment</td>
<td>Attend an internship orientation with the Internship Coordinator</td>
<td>Gale Larson</td>
</tr>
<tr>
<td>TBA</td>
<td>Comply with all provider rules, policies and procedures</td>
<td>Selected provider</td>
</tr>
<tr>
<td>Periodic checks</td>
<td>You’ll be contacted by the Internship Coordinator for a midway check up</td>
<td>Gale Larson</td>
</tr>
<tr>
<td>Continual</td>
<td>Complete all academic assignments</td>
<td>Selected provider</td>
</tr>
<tr>
<td>Near the end check</td>
<td>Set up an internship completion interview with the Internship Coordinator</td>
<td>Gale Larson</td>
</tr>
<tr>
<td>Last reading day of semester/term</td>
<td>Submit reflection paper –by e-mail <a href="mailto:lifesciences@byu.edu">lifesciences@byu.edu</a></td>
<td>Dr. Anderson Young</td>
</tr>
<tr>
<td>Before the Last day of the semester/term</td>
<td>Fill out evaluation on provider that will be sent to you via e-mail</td>
<td>LSSS Office/or online</td>
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Course Policies

Academic Honesty
The first injunction of the BYU Honor Code is the call to be honest. Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life’s work, but also to build character. President David O. McKay taught that “character is the highest aim of education” (The Aims of a BYU Education, p. 6). It is the purpose of the BYU Academic Honesty Policy to assist in fulfilling that aim. BYU students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

Housing
A list of students who will be living off campus while interning will be provided to Mereane Ige at Off-Campus Housing. She can waive the requirement to live in university-contracted housing. The following information will be provided to that office:
- Student name
- Student ID #
- Location of Internship
- Duration of Internship

Honor Code
In keeping with the principles of the BYU Honor Code, students are expected to be honest in all of their academic work. Academic honesty means, most fundamentally, that any work you present as your own must in fact be your own work and not that of another. Violations of this principle may result in a failing grade in the course and additional disciplinary action by the university. Students are also expected to adhere to the Dress and Grooming Standards. Adherence demonstrates respect for yourself and others and ensures an effective learning and working environment. It is the university’s expectation that each student will abide by all Honor Code standards. Please call the Honor Code Office at 422-2847 if you have questions about those standards.

Plagiarism
Writing submitted for credit at BYU must consist of the student's own ideas presented in sentences and paragraphs of his or her own construction. The work of other writers or speakers may be included when appropriate (as in a research paper or book review), but such material must support the student's own work (not substitute for it) and must be clearly identified by appropriate introduction and punctuation and by footnoting or other standard referencing.

The substitution of another person's work for the student's own or the inclusion of another person's work without adequate acknowledgment (whether done intentionally or not) is known as plagiarism. It is a
violation of academic, ethical, and legal standards and can result in a failing grade not only for the paper but also for the course in which the paper is written. In extreme cases, it can justify expulsion from the University. Because of the seriousness of the possible consequences, students who wonder if their papers are within these guidelines should visit the Writing Lab or consult a faculty member who specializes in the teaching of writing or who specializes in the subject discussed in the paper. Useful books to consult on the topic include the current Harcourt Brace College Handbook, the MLA Handbook, and James D. Lester's Writing Research Papers.

Preventing Sexual Harassment
Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds. The act is intended to eliminate sex discrimination in education. Title IX covers discrimination in programs, admissions, activities, and student-to-student sexual harassment. BYU's policy against sexual harassment extends not only to employees of the university, but to students as well. If you encounter unlawful sexual harassment or gender-based discrimination, please talk to your professor; contact the Equal Employment Office at 422-5895 or 367-5689 (24-hours); or contact the Honor Code Office at 422-2847.

Students with Disabilities
Brigham Young University is committed to providing a working and learning atmosphere that reasonably accommodates qualified persons with disabilities. If you have any disability which may impair your ability to complete this course successfully, please contact the Services for Students with Disabilities Office (422-2767). Reasonable academic accommodations are reviewed for all students who have qualified, documented disabilities. Services are coordinated with the student and instructor by the SSD Office. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures by contacting the Equal Employment Office at 422-5895, D-285 ASB.
STUDENT INTERNSHIP APPLICATION
LfSci 199R

Name: ______________________________________
Student ID # ________________________________
Phone Number: ______________________________
E-mail: ______________________________________

Expectations:

➢ The experience should include job shadowing a professional or a job related experience.

➢ The student will submit the internship application/proposal to Life Sciences Student Services prior to the assignment of credit hours.

➢ The student will earn approximately 1 credit per 45 hours of internship.

Location of Internship: ____________________________

Description of Experience:

Total # of weeks on the Internship: ____

Hours of work per week: ____

Dates over which the internship will take place: __________ to___________

For which terms would you like credit? ( F, W, Sp, Su)     How many credits would you like? _____

At the conclusion of the experience, write a 1-2 page reflection of the experience. List how it was beneficial and list any suggestions for improvements that would have made it a better experience. This will be submitted by email to lifesciences@byu.edu.

__________________________________________________________________________________________

OFFICE USE ONLY
I have approved an internship for this student during (F, W, Sp, Su) semester(s)/terms(s)
________________. The student is approved to register for ________ credits.
(Year)    Approved by: ______________________________
Date:_________ (Dr. Anderson-Young)

Return to: Life Sciences Student Services, 380 WIDB
INTERN INFORMATION FORM

LeSci 199R
BRIGHAM YOUNG UNIVERSITY

Section 1: Student Information

| Email Address: | BYU ID: |
| Local Phone: | Permanent Phone: |
| Major: | GPA: |
| Year in School: | Semesters until Graduation: |
| Semester/Term of Internship: |

Section 2: Provider/Supervisor Information

| Contact Person: | Contact Person’s Phone: |
| Fax: | Email: |
| Address: |

Section 3: Internship Acknowledgement

The student hereby agrees to do the following.

1. Be enrolled as an academic internship student.
2. Comply with all Experience Provider rules, policies and procedures.
3. Complete the internship during the dates specified unless released by the Experience Provider and BYU.
4. Work conscientiously under the direction of the supervisor assigned by the Experience Provider, submitting all reports and assignments as required.
5. Report serious problems, including physical, safety and personnel, to the Experience Provider supervisor and the BYU faculty advisor.
6. Accept no other employment during the internship unless agreed upon in writing by the Experience Provider and the BYU faculty department.
7. Complete all BYU academic assignments and course work as outlined by the applicable department.
8. Adhere to the BYU Honor Code and Dress and Grooming Standards.
9. Provide evidence of health insurance coverage:
   - BYU (  ) Parents (  ) Self (  ) Other
   - Name of Company: ________________________________
   - Policy Number: ________________________________
   - Expiration Date: ________________________________
10. I have received and read a copy of the Master Academic Agreement between BYU and the Experience Provider from my department. I agree to abide by this. ______ Initial
11. I have notified the University Office Internships in writing of my age if I am younger than 18 years old. ______ Initial

I acknowledge that I have been informed of the policies and procedures associated with receiving credit for an internship. I also acknowledge that I will have all of the necessary paperwork in the department office before the deadline; I understand that if I fail to do this, I will forfeit any credit for the specified semester/term and will not be able to receive credit for my internship at a later date.

Signed: ___________________________________________ Date: _____________________

Print Name: _________________________________________