

# Life Sciences 199R

Credit Hours: v1-3

**Faculty:** Dr. Don Breakwell, Ph.D.

**Internship Coordinator:** Gale Larson, MPA

**Email:** [gale\\_larson@byu.edu](mailto:gale_larson@byu.edu)

**Office:** 2060 LSB

**Office Hours:** 8 a.m. - 5 p.m.

**Office Phone:** 801-422-3042

## **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 from 1 to 3, depending on how much time is spent on the internship. **For every 45 hours of internship experience, 1.0 credit hour may be earned.**

## **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.

## **Assignment Descriptions**

### **Pre-Internship Orientation:**

- Assignments and expectation
- Grading procedures
- Standards of personal conduct
- How to register for the course (IRAMS/BYU International Study Programs/Kennedy Center)
- Role and expectation of supervisory contact (experience provider, internship coordinator, faculty mentor)
- Procedures for unanticipated termination of the internship

**Application & Pre-Orientation:** Students participating in LfSci 199R are expected to find their own internship experience and have it approved by Dr. Breakwell, who will act as their internship faculty advisor. Once the internship experience is solidified between the student and the experience provider, students must first submit the online application, which can be found on the [Life Science Internships page](#).

Next steps will arrive in an email from [internship\\_lifesciences@byu.edu](mailto:internship_lifesciences@byu.edu), which will include attending a pre-orientation appointment with the Internship Coordinator, Gale Larson, and submitting the Internship Registration and Management System (IRAMS) application for the university.

In addition, an Internship Master Agreement (IMA) must be in place (action is only necessary if a student is the first student to intern with a particular organization). Check current Internship Master Agreement list [here](#). The internship itself is subject to the rules and guidelines established by the university and the individual provider.

**NOTE: If you are doing an internship with a BYU professor on campus, no IMA is necessary.**

**Reflection Paper:** Students are required to submit a 1-2 page paper (12pt font, double spaced) summarizing their experience, emphasizing the personal benefit of the experience. The due date of the Reflection Paper will be determined during the orientation appointment. Please upload your paper **by midnight of your due date** to the link found in a reminder email you will receive 7 days prior to your due date. At the top of the paper or on a cover sheet include the following:

- Name
- Student ID #
- Class (ex. LfSci 199R)
- Semester (ex. Fall 2017)

**Agency Evaluation:** Students are required to complete an evaluation of their experience provider. The due date of the evaluation submission will be the same due date as your Reflection Paper, which will be determined during the orientation appointment. Please submit your evaluation **by midnight of your due date** to the link found in a reminder email you will receive 7 days prior to your due date.

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

### Grading Procedures

This is a pass-fail graded course. A passing grade will be based on an evaluation of your work by Dr. Breakwell 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.

Hours with Experience Provider completed	10%
Agency Evaluation completed	10%
Provider Evaluation completed	50%
Internship Exit interview completed	10%
Reflection Paper submitted	20%

A passing grade requires 100% (in other words, it all has to be completed to receive a passing grade.)

### Course Schedule

	Date	Procedure	Authorizations
<input type="checkbox"/>	Before the beginning of the semester	Application, approval process	Dr. Breakwell
<input type="checkbox"/>	Before discontinuance date	Be enrolled as an academic internship student	Gale Larson
<input type="checkbox"/>	By appointment	Attend an internship orientation with the Internship Coordinator	Gale Larson
<input type="checkbox"/>	Continual	Comply with all Experience Provider rules, policies and procedures	Experience Provider
<input type="checkbox"/>	Continual	Maintain scheduled hours with Experience Provider	Self-monitored/Provider
<input type="checkbox"/>	Continual	Complete all academic assignments	Experience Provider
<input type="checkbox"/>	<b>Prior to midnight of due date</b>	<b>Submit an Intern Evaluation of Experience Provider to link found in reminder email.</b>	Gale Larson
<input type="checkbox"/>	<b>Prior to midnight of due date</b>	<b>Upload Reflection paper to link found in reminder email.</b>	Dr. Breakwell
<input type="checkbox"/>	Pre-determined appointment	Attend an internship exit interview with the Internship Coordinator	Gale Larson
<input type="checkbox"/>	Within two weeks of Exit Interview	Create and save a post on the internship blog. You will receive an email invitation from <a href="mailto:internship_lifesciences@byu.edu">internship_lifesciences@byu.edu</a> . Remember to choose a prize!	Online/Life Sciences Student Services Office

**\* Please watch for emails from [internship\\_lifesciences@byu.edu](mailto:internship_lifesciences@byu.edu) throughout the semester, as we will be using it to communicate with you for: registration clearance, midway checkup, reminders, questions, evaluation survey, and to exchange any other information.**

## **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.

### **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.