



Department of

BIOLOGICAL SCIENCES

Clemson® University

BIOL 4920/MICR 4920 Internship Course – Program Agreement

This application must be completed and submitted by the assigned date and **prior** to the internship experience. Please complete this form (see both pages), print, and sign the document before sending it to the Registration Coordinator (cjdunca@clermson.edu).

Student's Name: _____ **CU ID Number:** _____

Major: _____ **Internship Class:** BIOL 4920 MICR 4920

Credit Hours (45 hours equals 1 credit hour): _____

In order to get credit for a summer internship, you must register and pay for the desired number of summer school credits. If you register for 0 credit hours, you will not pay tuition and the internship will go on the transcript without academic credit. If you register for 1-4 credit hours, you will pay tuition by the credit hour and the internship will go on the transcript with the corresponding academic credit.

Student Information:

Clemson Email Address: _____ **Phone Number:** _____

Study Plan (please attach a 1-2 page summary of your specific goals and activities as discussed with your site supervisor/mentor and the relevance of the internship to your intended career).

Employer/Site Supervisor Information:

Semester/Year: Fall Spring Summer _____

Dates of Internship: _____ to _____ **Hours of Work per Week:** _____

Is compensation provided? YES NO

If yes, amount & frequency: \$ _____ Annual Monthly Weekly

Site (Company/Organization) Name: _____

Site (Company/Organization) Address: _____

Site Supervisor/Mentor Name & Title: _____

Site Supervisor/Mentor Work Number: _____

Site Supervisor/Mentor Email address: _____

Signatures:

Student Signature: _____ **Date:** _____

Site Supervisor/Mentor Signature: _____ **Date:** _____

Internship Instructor of Record Signature: _____ **Date:** _____

BIOL 4920/MICR 4920 Internship Course – Responsibilities

Background:

BIOL 4920 and MICR 4920 are internship courses in the Department of Biological Sciences at Clemson University. The Department of Biological Sciences desires students obtain practical experience in which they will have the opportunity to integrate academic theory with practical application.

The Department of Biological Sciences is grateful for employers who recognize the need for, and desires to assist in, the educational development of such students by inviting students into the facility for a supervised experience.

All documents must be submitted to the Registration Coordinator, Carla Brewer at cjdunca@clemson.edu.

Student Responsibilities: Please sign or initial here _____

- The student must complete, submit, and have the Internship Agreement Form (including the Study Plan) approved **before** an internship starts. This must be complete no later than the last day to add a class.
- The course is variable credit for 0-4 credit hours per semester. The course may be repeated up to a maximum of 6 credit hours. It is taken as Pass/No Pass.
- Please note that **1 credit hour is the equivalent of ~ 45 hours of work**
- **In summer**, you must **register and pay for** the desired number of credits for summer semester.
 - *Register for 0 credits*: do not pay tuition and the internship will appear on the transcript as BIOL/MICR 4920 but with **no** academic credit earned.
 - *Register for 1-4 credits*: pay tuition and internship will appear on the transcript with academic credit.
- The student must submit a final report to the Instructor of Record through the Registration Coordinator (cjdunca@clemson.edu), 3 days **prior** to the last day of classes for the semester registered. The report must include the following:
 - a recap of the initial goals and activities and any changes to those that were made during the internship
 - a reflection on the experience describing the experience, what the student learned during the experience, how the experience will likely affect their career and any expectations that were or were not met and why.
- The student is responsible for contacting the Financial Aid Office about how this experience and any compensation may affect any financial assistance the student receives.

Supervisor Responsibilities: Please Sign or Initial Here _____

- The internship experience must take place in a professional environment with an assigned supervisor/mentor who will directly supervise the student.
- The supervisor must sign the internship agreement stating that they agree to supervise the student and they agree with the goals laid out in the study plan.
- The internship supervisor is responsible for completing a final evaluation of the student intern, to be submitted on company letterhead or via email from the organization's address. The final evaluation must include:
 - A brief evaluation of the student's internship performance
 - A recommendation of Pass or No Pass for the student.

Faculty Responsibilities: The Instructor of Record will approve the subject matter of the activity at the facility and evaluate the student's Final Report.