

Cooperative Education in Biology I, Biology 369-001 Variable Credit 1-3 h

Course Manager: Dr. Bruce Schulte

Course Instructor: By Arrangement

Office Hours: By appointment with course instructor

Each semester faculty members in the Department of Biology can serve as mentors for internships that take place locally, regionally, nationally, or internationally. The general framework of the course is the same each term but an individual instructor will create specific components to the syllabus depending on the needs of the student and the type of internship. We work with Career Services to identify internship opportunities for students and we encourage students to visit Career Services for assistance in this regard. The following serves as a general guideline and syllabus.

- 1) Go to The Center for Career and Professional Development (CCPD) and speak with Lana Kunkel, to request the off campus internship packet for Biology. Make sure to get the “green sheet” packet, not the “golden sheet” packet.
- 2) Consider a teaching internship in biology – see our website for an application to be a laboratory teaching assistant within the Department of Biology (http://www.wku.edu/biology/biol369_internship.php)
- 3) Speak with your biology advisor or if you know someone well in the department whom you would like to serve as your faculty coordinator, speak with them ...if you hit a roadblock, come speak with the Department Head.
- 4) Contact places where you would like to do an internship. A 3-credit class meets 3 h / week for 15 weeks = 45 plus time spent on the class outside of scheduled meetings (typically suggested ratio is 2-3 h outside for every 1 h of class). This yields about 150-160 hours of time for a 3-hour internship over a single semester.
- 5) You need an on-site supervisor who can provide an evaluation of your performance. The faculty coordinator determines what items will be used to evaluate your performance in addition to the letter of evaluation (see below). You may meet with your coordinator at times (this is decided between you two), but there is not a set class meeting time; it is a class of one - you!

Meeting Location	To be determined by Instructor
Meeting Time	To be determined by Instructor
Prerequisites	Biology Major or Minor; BIOL 120/121 and 122/123 with a grade of “C” or better and consent of instructor
Course Description	Practical out-of-the classroom experience in a supervised work situation with a cooperating business, industry, or governmental agency, emphasizing application of knowledge and skills in specific areas of biology
Required Text	To be determined by Instructor
Other	See below

Objectives:

Student internship or cooperative (co-op) education at the collegiate level provides or facilitates an engaged experience external to the opportunities availability on a university/college campus. In an effort to provide structure and formalize BIOL 369 for a broad variety of co-op experiences, the Department of Biology will deal with internships in the following manner:

A co-op experience would be categorized as either an **Academic** or **Experiential** Internship. This can be easily established prior to enrollment based on a discussion with the student seeking the co-op. A faculty member advises the project and evaluates the student's work. An on-site supervisor

would provide one aspect of the evaluation of student performance and be the contact person for the faculty advisor.

Academic Internship: Allow students to earn credits with research conducted externally to WKU. This experience is distinct from BIOL 399, which is performed typically under WKU Biology faculty supervision. The **Academic Internship** would be conducted in the laboratory of a separate institution, including, but not limited to, at another university/college or a research facility (e.g., Oak Ridge).

Grading scheme

1. Prepare a detailed laboratory notebook, updated on a daily basis, **plus**
2. Write either a paper OR give a presentation central to the research (e.g., WKU Student Research Conference, Kentucky Academy of Science meeting). The requirements for the paper (e.g., length, style, number of references) or poster will be determined *a priori* by the WKU faculty overseeing the research.
3. The final grade is based on a combination of the quality of the laboratory notebook, paper or presentation, completing the paperwork for the **CCPD**, and the letter of reference from the on-site supervisor.

Experiential Internship: Allow students to earn credit while gaining practical experience in a non-research, work-related environment. This is not limited by geographic location.

Grading scheme

1. Prepare a detailed notebook, updated on a daily basis (day = days at internship), **and**
2. Summarize your experience using your notebook entries in a 2-5 page typed paper (what you did, typical day, interesting variations, what you learned), **and**
3. Write a research-based paper on some aspect of your internship (ca. 5 pages typed not including references). Use the primary literature (and other resources if helpful). This paper may be substituted by teaching evaluations, a compilation of assignments given, and a more extensive experiential essay if you are in a teaching internship. Please ask if you need assistance with a topic!
4. The grade is based on a combination of the quality of the laboratory notebook, papers (or substitutes, see #3), completing paperwork for the **CCPD**, and the letter of reference from the on-site supervisor.

Course Policies

Academic Accommodation	Students seeking academic accommodation for a disability must follow University policy by furnishing the professor with an accommodation letter from Student Disability Services.
Academic Honesty	Students are expected to adhere to the University's Academic Dishonesty Policy. Please review this policy. The minimum penalty for academic dishonesty in this class is course failure. <i>Dishonesty, such as cheating, plagiarism, misrepresenting of oneself or an organization, knowingly furnishing false information to the University, or omitting relevant or necessary information to gain a benefit, to injure, or to defraud is prohibited.</i> Student Conduct Code: http://wku.edu/judicialaffairs/?page_id=70
Attendance	Success in this course depends on regular attendance and full engagement in all internship activities. Attendance is expected and required. <u>Professional Courtesy</u> : If you know that you will not attend an internship activity or meeting with your coordinator, please let the internship supervisor or coordinator (as appropriate) know and as early as you can. You would not arrive to a job late on repeated occasions. Similarly, this would not be appropriate behavior for an internship.
Cell Phones	Cell phones use is regulated by your internship supervisor. Failure to abide by cell phone policy set can lead to dismissal from a particular session, a reduction in grade and/or failure in the course.

Civility	Students are expected to communicate in a civil manner. This means that interactions with peers, professors, clients, supervisors, etc. are to be performed in a polite, courteous, respectful, and dignified manner. Failure to behave in a civil manner may result in disciplinary action as described by the Student Conduct Code. Students are encouraged to actively support ethical behavior in all aspects of University and community living; civil discourse among all members of the campus community, treating each student with dignity and respect regardless of personal differences.
Withdrawal Policy	The last date to withdraw without financial or academic penalty is available at the WKU website for the academic calendar: