Biology Research Internship Program (BISP 197) Information Session

Info Session Agenda

1) Experiential Learning & Internships
2) About the BISP 197 Course
3) Application Process
4) Tips and Contact Info

Experiential Learning and Internships

Prior Knowledge
Your own experiences, curriculum from college courses, etc.

Experience
Opportunities such as internships, fellowships, etc.

Reflection
New learning, personal and professional growth

Internships
A meaningful, hands-on work experience related to a student's field or career interest
Internships should have…

- supervision and mentorship from experienced professional(s)
- opportunities to sharpen skills, get career insight and develop professional competencies
- technical and clerical work kept to a minimum

Internships can be:

- paid/unpaid
- academic (earning credit) or non-credit

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Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act: This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA)

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UC SAN DIEGO COMPETENCIES

Use the **ENGAGED LEARNING TOOLS** to develop the 12 career readiness competencies.

For more details on each competency: [https://elt.ucsd.edu/competencies/index.html](https://elt.ucsd.edu/competencies/index.html)
About BISP 197

Special studies upper division course:
✓ Biology course overseen by Biology and Academic Internship Program
✓ 2 & 4 units
✓ Pass/No Pass
✓ Designated faculty advisor (unless student wants other faculty to be their advisor)
✓ participate in a research lab such as Scripps Research, La Jolla Immunology, Salk Institute, etc.)

<table>
<thead>
<tr>
<th>Units</th>
<th>Hours/week</th>
<th>Total Hours</th>
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</thead>
<tbody>
<tr>
<td>2 units</td>
<td>6 hours/week</td>
<td>60 hours</td>
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<tr>
<td>4 units</td>
<td>12 hours/week</td>
<td>120 hours</td>
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Eligibility for Course

- Min 2.5 cumulative GPA
- Min 90 units completed
- Min one quarter commitment
- 3 quarters max

Exceptions
If a student is close to completing these requirements (i.e. 2.3 GPA), they are welcome to reach out to discuss an exception.

1 For students currently enrolled in units needed for the 90 units required, they can start the application process. Enrollment will be on hold until grades are posted.
Benefits of BISP 197

✓ receive academic credit for internship that may not be paid*
✓ participate in an off campus lab or org
✓ expand research experience and professional competencies
✓ Reflect on your career path and your learning
✓ 4 units may fulfill bio lab requirement (ask Bio on VAC)

*If an internship is unpaid, some organizations (such as Scripps Research) may require students to be receiving academic credit to participate in an internship.
Faculty Advisor

BISP 197 has a designated faculty advisor:

Dr. James Wilhelm

- Students do not need to request permission to add to the course, or submit any assignments to Dr. Wilhelm
- **Internship Supervisor** evaluates final assignment (means of evaluation) and submits final evaluation with pass/no pass recommendation. This grade is submitted to Biology.
- Dr. Wilhelm will appear on your transcript as the instructor of record

If a student wants to select their own faculty advisor or their internship supervisor is unable to evaluate their performance, please make an appt to discuss it further.

BISP 197 Assignments

<table>
<thead>
<tr>
<th>Impacts Grade</th>
<th>Internship Hours</th>
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<tbody>
<tr>
<td></td>
<td>✓ Internship Hours</td>
</tr>
<tr>
<td></td>
<td>○ 2 units = 60 hours</td>
</tr>
<tr>
<td></td>
<td>○ 4 units = 120 hours</td>
</tr>
<tr>
<td></td>
<td>✓ Final Assignment (Means of Evaluation)- Week 9</td>
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<table>
<thead>
<tr>
<th>No Impact on Grade</th>
<th>Strongly Recommended</th>
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<tr>
<td></td>
<td>Mid-Quarter Check-in (Group or Individual) - Week 5-6</td>
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<td></td>
<td>Informational Interview (1st time students only) - Week 7</td>
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<tr>
<td></td>
<td>Self &amp; Program Evaluation</td>
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Final Assignment (Means of Evaluation)

Assignment options include, but are not limited to:

- **Presentation** - presenting at a lab meeting, presenting to an affiliate lab, presenting at a research conference, etc.
- **Project** - completed lab notebook, a research poster
- **Academic Research Paper** - if completing a paper, the paper must contain substantive academic content with a strong analytical focus.
  - The paper is written independently by the student.

How to Apply: Overview of Process

1. **Step 1** Apply for & Secure an Internship
2. **Step 2** Complete a Learning Agreement on InternLink & confirm your Faculty Advisor
3. **Step 3** Determine a Final Assignment (Means of Evaluation)
4. **Step 4** Complete an EASY Request & Enroll
5. **Step 5** Complete Site Onboarding & Start Internship
1) How to Apply: Securing an Internship

Also check out:
- LinkedIn
- Company/organization websites
- Ask professors or peers
- Refer to your major program’s career resources

AIP does not place students in internship but can assist with applying for opportunities and preparing application materials.

2) How to Apply: Learning Agreement on InternLink

**InternLink:** [https://aipinternlink.ucsd.edu/](https://aipinternlink.ucsd.edu/)
- Fill out internship Description and learning objectives
- Reviewed and approved by AIP counselor and internship supervisor
- Students need to fill out a new learning agreement **every quarter they want to apply**
- Learning agreements need to be submitted at least one week before the EASy deadline to allow enough time for processing.
2) How to Apply: Learning Agreement on InternLink

**Three Learning Objectives**

- Can be whatever the student wants to learn more about and how they will achieve that goal
- Objectives can be as specific as learning more about the specific research topic or as broad as learning more about the overall research process, learning new techniques/equipment, etc.
- **Returning students:** Learning objectives need to reflect how you are continuing to learn and build new skills. You cannot use the same learning objectives as you used for a previous quarter.

3 & 4) How to Apply: EASy Request & Means of Evaluation

Before you submit an EASy Request, your learning agreement needs to be fully approved and attached as a pdf.

**Once submitted, request is processed by Biology.**
FAQs and Common Mistakes

**Learning Agreements**
- **Start and End Dates**: Should be within the quarter you’re applying for.
- **Supervisor**: Should be the person who will be overseeing your internship the most and be able to evaluate your performance accurately. This contact will be receiving emails to approve your agreement and fill out the evaluation form.
- **Units and Hours Per Week**: Units should correspond to the number of hours you will work.
  - Example: You cannot sign up for 4 units (120 hours), if you will only be working 10 hours per week.
- **Faculty**: Indicate Dr. James Wilhelm as your faculty unless you’re working with another faculty.

**EASY**
- Please make sure to select BISP 197, **not AIP 197**.
- **Topic**: Fill in a detailed description of your final assignment topic, along with the type of assignment you’ll be submitting (paper, project, presentation, etc).
- **How many hours will you participate in this project (internship)?** Provide the schedule for your internship (how many hours, which days of the week).

Application & Enrollment Deadlines

Below are the deadlines to submit the application via EASY. The Learning Agreement must be fully approved and attached to the EASY application when submitting.

<table>
<thead>
<tr>
<th>For participation in</th>
<th>Application Opens</th>
<th>Learning Agreement Deadline</th>
<th>EASY Request Deadline (strictly enforced)</th>
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<tbody>
<tr>
<td>Winter 2023</td>
<td>Thurs, Sept 22, 2022</td>
<td>Fri, Nov 25, 2022</td>
<td>Fri, Dec 2, 2022 @ 4pm</td>
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<tr>
<td>Spring 2023</td>
<td>Mon, Jan 9, 2023</td>
<td>Fri, Mar 10, 2023</td>
<td>Fri, Mar 17, 2023 @ 4pm</td>
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<tr>
<td>Summer 2023</td>
<td>Monday, April 3, 2023</td>
<td>Fri, June 2, 2023</td>
<td>Fri, June 9, 2023 @ 4pm</td>
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Source: [BISP 197 Deadlines](#)
Tips & Considerations

- Start the process early (the quarter before you want to complete the internship)
  - Consider time needed to complete onboarding, training, CPT, etc.

- Consider how you can leverage your experience/skills to apply to posting
  - You don’t need to have a “perfect” resume to apply!
  - Seek out the resources available from AIP, the Career Center, etc. regarding resume, cover letters and interviews

- Be aware of university deadlines (i.e. drop without a “W,” change # of units, etc.)

- Be mindful of the commitment you’re taking on
  - how your internship hours fit into schedule
  - how your actions impact research team
  - you are a student, but also an employee
  - Communication is key

- International students: Connect with ISPO for questions about CPT/work authorizations

- Direct advising questions specific to major requirements to your academic advisor on VAC & financial aid/tuition questions to Student Financial Solutions

Questions?

Meredith Mendez
BISP 197 Coordinator & AIP Counselor
Email: e4mendez@ucsd.edu
Zoom Appts: https://meredithm.youcanbook.me/

Contact Academic Internship Program
Virtual Advising Center (VAC) - preferred method of contact
Email: aipinfo@ucsd.edu

Contact Biology
Virtual Advising Center (VAC)