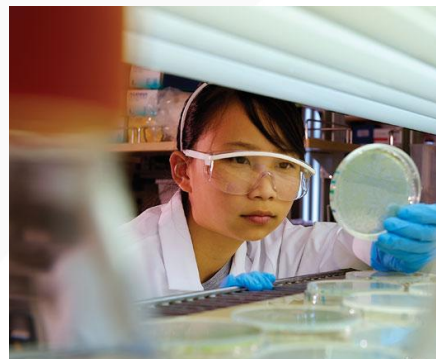# Biology Research
Internship Program (BISP 197)

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BIOLOGICAL SCIENCES

What is an internship?

Internships

- a meaningful, hands-on work experience related to field or career interest

- should have supervision and mentorship from experienced professional(s)

- technical and clerical work kept to a minimum

Internships can be:
- paid/unpaid
- academic (student earns credit & experience) or non-credit (student gains experience)

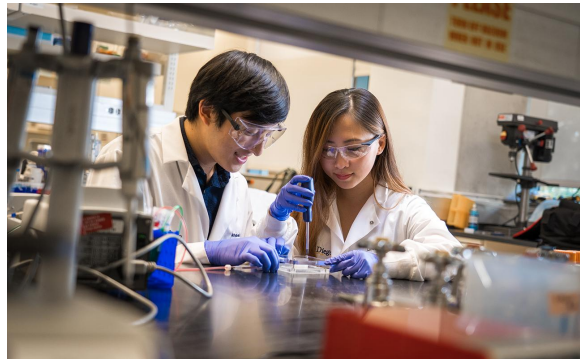Internship **+** Reflection **=**

Experiential Learning

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What is BISP 197?

Special studies upper division Biology course:
- overseen by Biology & AIP
- Pass/No Pass grading
- Designated faculty advisor (unless student wants other faculty to be their advisor)
- Get academic credit working at an on or off campus bio research lab - student secures internship on their own

Units	Hours/ week	Required hours total
2 units	6 hours	60 hours total
4 units	12 hours	120 hours total

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Am I eligible for BISP 197?

✓ Min 2.5 cumulative GPA
✓ Min 90 units completed [1]
✓ 3 quarters max

[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.

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Benefits of BISP 197

- Earn academic credit + bio lab experience

- Expand professional competencies, such as research ability, teamwork/cross-cultural collaboration, etc.

- **4 units** may fulfill bio lab requirement (ask Bio on VAC if this applies to your major)

- Designated faculty advisor: student can have internship supervisor submit a grade recommendation

  - May also be helpful for internships with NDA or intellectual property protections

*Note: If an internship is unpaid, some organizations (such as Scripps Research) may require students to be receiving academic credit to participate in an internship. Check with your internship site if they have a similar policy.
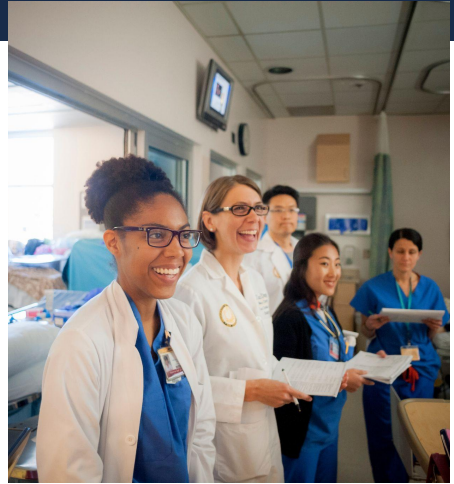

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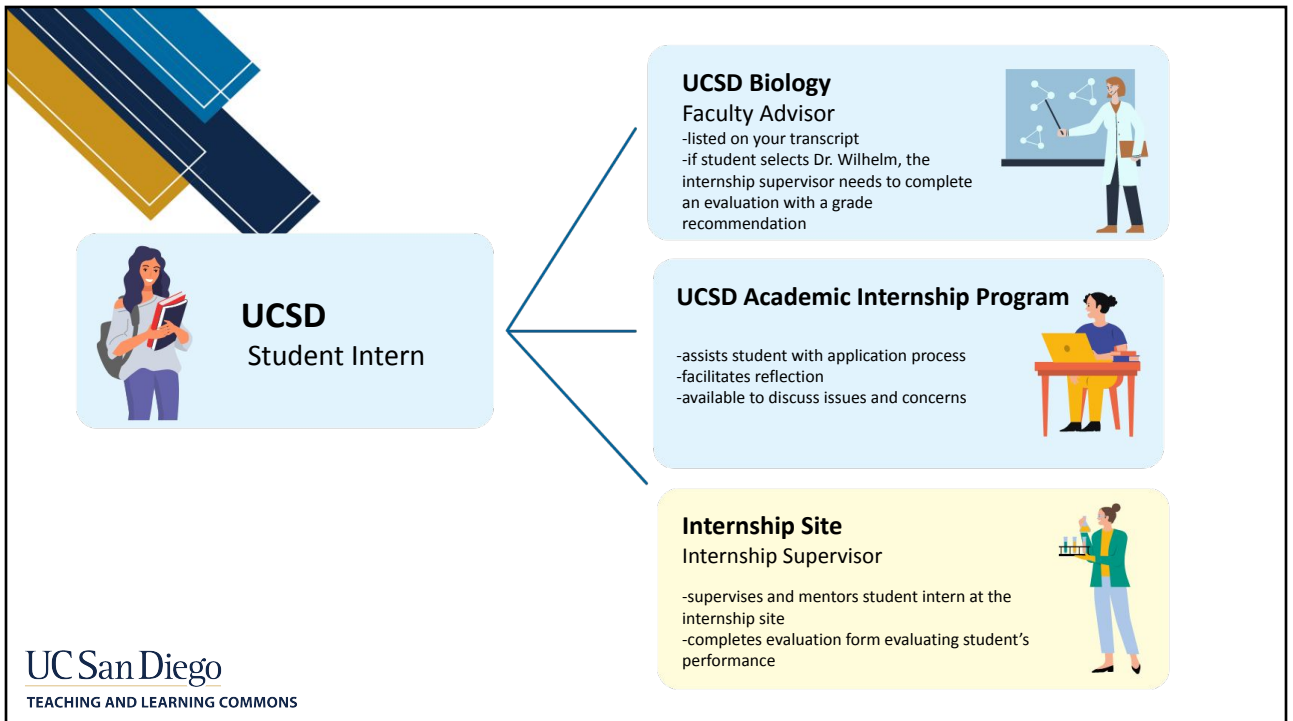## What is the difference between AIP 97/197 and BISP 197?

	AIP 97/197	BISP 197
Course Description	-General internship courses open to all majors -AIP 97 is lower division, and AIP 197 is upper division -fulfills elective credit and experiential learning requirements	-Upper division Biology course open to any student who has a bio lab research internship -4 units may fulfill bio lab requirement, and experiential learning requirements
Faculty Advisor	**No designated faculty advisor**- Students need to secure their own faculty advisor	Students can select designated faculty advisor or own advisor
Units	AIP 197 is available in 2-12 units, AIP 97 only available in 2 & 4 units	BISP 197 is offered in 2 or 4 units, and requires more hours per unit than AIP 97/197
Application	Learning agreement & EASy request More info & deadlines: Apply for AIP	Learning Agreement & EASy request **Earlier** deadlines than AIP: Biology Course Info

Course Assignments - Canvas

✓ **Complete Internship Hours (due Week 10)**

✓ **Submit Final Assignment (due Week 10)**

  ○ Also known as Means of Evaluation

✓ **Mid-Quarter Reflection (Week 4-6)**

✓ Informational Interview (1st time students only) (Week 7) *Optional Assignment*

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UCSD
Student Intern

UCSD Biology
Faculty Advisor
-listed on your transcript
-if student selects Dr. Wilhelm, the internship supervisor needs to complete an evaluation with a grade recommendation

UCSD Academic Internship Program
-assists student with application process
-facilitates reflection
-available to discuss issues and concerns

Internship Site
Internship Supervisor
-supervises and mentors student intern at the internship site
-completes evaluation form evaluating student's performance

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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 provide a grade recommendation, please make an appt with AIP to discuss it further.

Faculty Advisors must be current UCSD faculty members.

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Student Responsibilities and Commitment

Student responsibilities include but are not limited to:

- ✔ **Understanding the policies and commitment to their internship and the course**
- ✔ Communicating with internship site/supervisor, faculty advisor (if applicable) and AIP consistently throughout the quarter
- ✔ Understanding course requirements, assignments, deadlines and reaching out to AIP if they have questions

Be mindful of the **commitment** you're taking on and **professionalism**
- ○ how your internship hours fit into schedule
- ○ how your actions impact research team
- ○ **you are a student, but you are also making a professional commitment to your internship**
- ○ Communication is key with your supervisor and your team

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Lab Etiquette and Professionalism

KEY ASPECTS OF LAB ETIQUETTE

- Ethical Conduct & Integrity
- Safety First
- Time Management
- Cleanliness & Organization
- Collaboration & Communication
- Respect for Others
- Proper Handling of Equipment
- Data Management

Lab Etiquette refers to the set of guidelines and best practices that ensure a safe, respectful, and productive environment in a laboratory setting.

Professionalism in a research lab encompasses a range of behaviors and attitudes that contribute to a productive, respectful, and ethical working environment.

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How to Apply: Overview of Process

Step 1	Step 2	Step 3	Step 4	
Find an Internship	Complete a Learning Agreement on InternLink	Identify your Faculty Advisor & Final Assignment (Means of Evaluation)	Complete an EASy Request & Enroll in the course	**Complete Site Onboarding & Start Internship**

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Step 1: Finding an Internship

handshake
ucsd.joinhandshake.com

REAL
real.ucsd.edu

INTERNLINK
aipinternlink.ucsd.edu

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.

Postings on Handshake, Internlink and the REAL portal may have older posting dates but are still accepting applications each quarter.

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Step 1: Finding an Internship- Additional Resources

Bio Student Success- Professional Development Materials
Guides for writing a biology focused cover letter, resume, interviewing, LinkedIn account, etc.

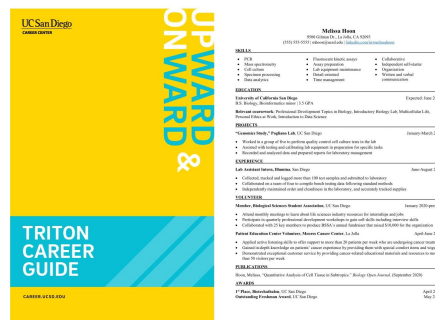### Example of Undergraduate Curriculum Vitae

Triton Career Guide
Guides for cover letters, resume, interviewing, etc.

Biology Professional Organizations/Associations
Professional Associations are a great source of information about internships, career pathways, conferences, scholarships, opportunities to meet people in your field, and a whole host of career-related topics. Some organizations provide a discounted membership rate for students enrolled in college or recent graduates.
Source: Purdue University

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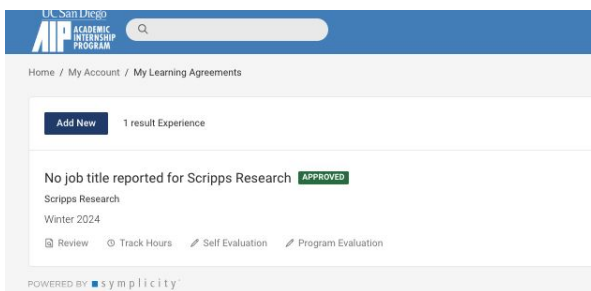
Step 1: Applying with an Existing Internship

Students can apply for BISP 197 with an internship they have already secured (i.e. student applied directly to a research organization).

Details about the internship can be indicated on the learning agreement. AIP will review the site and determine if it is appropriate for the course.

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Step 2: Learning Agreement on InternLink

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AIP ACADEMIC INTERNSHIP PROGRAM

Home / My Account / My Learning Agreements

Add New   1 result Experience

No job title reported for Scripps Research   APPROVED
Scripps Research
Winter 2024

Review   Track Hours   Self Evaluation   Program Evaluation

POWERED BY ■ symplicity

Learning agreements need to be submitted at least one week before the EASy deadline to allow enough time for processing.

InternLink: https://aipinternlink.ucsd.edu/

- Once logged in, click "Learning Agreements" and click the "Add New" button to start your application

- Fill out internship information, course 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**

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Step 2: Learning Agreement on InternLink

<u>Three Learning Objectives</u>
- 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.

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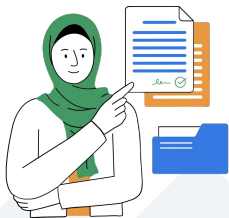## Step 3: Identify your Faculty Advisor

<u>Faculty Advisor</u>
- If you're okay with having your internship supervisor submit a grade recommendation for you, you can indicate **Dr. James Wilhelm** as your faculty advisor on the learning agreement
- Alternatively, you can also leave this section blank and still submit the learning agreement if you are still waiting to confirm that information
- If students want to select their own advisor, faculty Advisors must be <u>permanent UCSD faculty members</u> (i.e. "professor" in their title)

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Step 3: Final Assignment (Means of Evaluation)

Have a conversation with your internship supervisor/faculty advisor about your potential assignment and topic. Options include, but are not limited to:
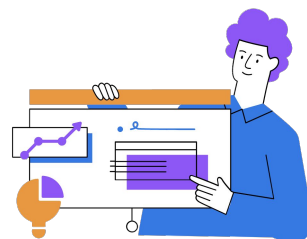
Academic Research Paper/
Literature Review
- must contain substantive academic content with a strong analytical focus
-written independently by student intern

Presentation
- presenting at a lab meeting, an affiliate lab, research conference, etc.

Project
-annotated lab notebook, a research poster

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Step 4: EASy Request - Enrollment in BISP 197

Course details

Quarter
Winter 2023

Request Type
Special Studies

Department/Program
Biological Sciences

Course
BISP 197 - Biology Internship Program

Instructor
Wilhelm, James E.

Course Restrictions for BISP 197:
- Other Restrictions: Department Approval Required
- Class Level Allowed: Junior, Senior [restriction met]

Links to instructions:
- How to Download Learning Agreement as a pdf
- How to Submit an EASy Request for BISP 197

Once submitted, request is processed by Biology & Registrar's Office.

*Note: Your enrollment may be delayed if you are enrolling in more than 19.5 units before the start of the quarter. Please refer to the enrollment limitations page.

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Application and 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.**

For participation in	Application Opens	Learning Agreement Due	EASy Request due (strictly enforced)
Fall 2024	Mon, Apr 1, 2024	Fri, Aug 30, 2024	**Fri, Sept 6, 2024 @ 4pm**
Winter 2025	Thurs, Sept 26, 2024	Fri, Nov 29, 2024	**Fri, Dec 6, 2024 @ 4pm**
Spring 2025	Mon, Jan 6, 2025	Fri, Mar 7, 2025	**Fri, Mar 14, 2025 @ 4pm**
Summer 2025	Mon, Mar 31, 2025	Fri, May 30, 2025	**Fri, June 6, 2025 @ 4pm**

[BISP 197 Deadlines](#)

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FAQs on Learning Agreement & EASy

Learning Agreements
- **Start and End Dates**: Should be within the quarter you're applying for; dates should not overlap quarters
- **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**
- **Follow the step-by-step instructions**

Starting your Internship & Course

- Training and orientation can be included in your hours.

- Depending on their policies, your internship site may require proof of enrollment or credit verification
    - **Scripps Research**- Credit letter are sent to HR once enrollment is being processed by Registrar
    - Other sites - Ask your internship site what kind of documentation they need

- Students will be added to a Canvas course with important deadlines and course information.

General Syllabus

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General Course Schedule

Week	Assignment/ Task due
Students should submit hours weekly.	
1	Complete site onboarding/training
4-6	Complete a Mid-Quarter Reflection
7	Complete Informational Interview (optional)
10	Submit Final Assignment & Hours
Finals	Supervisor Deadline: Evaluation due

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Tracking Your Hours & FAQ's

How many hours should students have completed each week?
To stay on track, we suggest that students follow the recommended schedule. However, we understand that hours and scheduling may change (i.e. illness, schedule changes, etc). Students will fulfill the course hour requirement as long as they complete the minimum number of hours by the end of the quarter. **All hours must be logged by the Week 10 deadline.**

Can I work during Finals Week?
Hours can still be completed during Finals, but need to be logged by Week 10 deadline.

How will my supervisor approve my internship hours?
Your total hours will be listed on the online evaluation form for your supervisor to approve. This form is emailed to supervisors during Week 10.
Your supervisor does not have to approve the hours listed on InternLink each week. Students need to submit their hours by the deadline to have an accurate count on the evaluation form.

Recommended Schedule		
Week	**2 units**	**4 units**
1	6	12
2	12	24
3	18	36
4	24	48
5	30	60
6	36	72
7	42	84
8	48	96
9	54	108
10	**60**	**120**

Next Steps

- Start the process early (the quarter before you want to complete the internship)
  - Review each step of the application process
  - Consider time needed to complete onboarding, training, CPT, etc.
- Consider how you can leverage your experience/skills to apply to posting
  - Seek out the career resources available to you, especially Bio Student Success
  - Students can apply for internships at anytime, but may become more competitive candidates after completing more coursework

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

- Direct advising questions specific to major requirements to your academic advisor on VAC & financial aid/tuition questions to Financial Aid & Scholarships Office

Contact Academic Internship Program

Virtual Advising Center (VAC) - preferred method of contact

Instagram: @ucsd_explearning

Email: aipinfo@ucsd.edu

Contact Biology

Virtual Advising Center (VAC)

Email: biousis@ucsd.edu