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

Internships

- a meaningful, hands-on work experience related to field or career interest
- 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
About BISP 197

Special studies upper division course:

✓ Biology course overseen by Biology and Academic Internship Program
✓ Unit Options: 2 or 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>Required hours total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 units</td>
<td>6 hours</td>
<td>60 hours total</td>
</tr>
<tr>
<td>4 units</td>
<td>12 hours</td>
<td>120 hours total</td>
</tr>
</tbody>
</table>

Eligibility for Course

☐ Min 2.5 cumulative GPA
☐ Min 90 units completed
☐ Min one quarter commitment
☐ 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.
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.

UCSD Biology
Faculty Advisor
-listed on your transcript

UCSD Academic Internship Program
BISP 197 Coordinator & Counselor
- 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
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 me to discuss it further.*

BISP 197 Assignments

- Complete Internship Hours
- Submit Final Assignment
- **Mid-Quarter Check-in** (Group or Individual) - Week 5-6
- Informational Interview (1st time students only) - Week 7
- Self & Program Evaluation
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 in the course
5. **Step 5** - Complete Site Onboarding & Start Internship
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.

InternLink postings may have older posting dates but are still accepting applications each quarter.

Learning Agreement on InternLink

InternLink: 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.
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.

EASy Request

Once your learning agreement is fully approved, you’ll need to download it as a pdf to attach to your EASy request.

Instructions for EASy Request

Once submitted, request is processed by Biology.

*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.
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>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2023</td>
<td>Mon, Jan 9, 2023</td>
<td>Fri, Mar 10, 2023</td>
<td>Fri, Mar 17, 2023 @ 4pm</td>
</tr>
<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

Starting your internship & the course

- Be mindful of onboarding and safety training needed before starting lab work. Check with your internship supervisor.
  - 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- I send credit letters to HR once enrollment being processed by Registrar
  - Other sites - ask what kind of documentation they need and I can follow up

- A syllabus will be sent via email with a calendar of deadlines and assignment instructions.

General Syllabus
FAQs and Common Mistakes on Learning Agreement & EASy

**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).

**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 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 also an employee
  - Communication is key with your supervisor and your team
- 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://meredith.youcanbook.me/

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

Contact Biology
Virtual Advising Center (VAC)