Land Acknowledgement

The university is built on the unceded territory of the Kumeyaay Nation. Today, the Kumeyaay people maintain their political sovereignty and cultural traditions as vital members of the San Diego community. For more information, please visit https://itrc.ucsd.edu/.

Course Description

Students will gain meaningful, hands-on work experience related to biological research, and receive supervision and mentorship from an experienced professional (internship supervisor). This course provides an opportunity to sharpen skills, get career insight, and develop their professional competencies.

Faculty Advisor/Instructor

- **Dr. James Wilhelm:** If your faculty advisor is Dr. Wilhelm, you will submit your final assignment to your internship supervisor. The supervisor will submit an evaluation with a pass/no pass recommendation. **Do not submit assignments to Dr. Wilhelm.**
- **Other Faculty Selected by Student:** If you selected a different faculty advisor, **you will submit your final assignment to them**. The faculty advisor will evaluate your final assignment and submit your grade.

Unit Options & Minimum Hours: 2 units = 6 hrs/ week (60 hours total) or 4 units = 12 hrs/week (120 hours total)

Grading: Pass or No Pass. The course cannot be taken for a letter grade.

Student Responsibilities

Please review the syllabus in its entirety. Students will be notified via email of any syllabus or course schedule changes.

Students are responsible for:

- **Understanding the policies and commitment to their internship and the course.**
- Completing onboarding and safety training needed before starting lab work. Check with your internship supervisor. Training and orientation can be included in your hours.

- Logging Internship hours each week on InternLink.
- Planning ahead and managing their schedule at the internship site.
- Communicating with the internship site, internship supervisor, and BISP 197 Coordinator consistently throughout the quarter,
- Understanding course requirements, assignments, deadlines and reaching out to AIP if they have questions.
- Actively engaging in internship and avoiding distractions that impact participation.
- **Let your supervisor and AIP know if you are no longer able to continue the internship and/or course.**

Questions and Concerns

- Students can contact AIP through the VAC: http://vac.ucsd.edu/
- AIP General Email: aipinfo@ucsd.edu
- Tricia Taylor Oliveira (she/her), Sr. Director of Academic Internship Program: ttaylor@ucsd.edu
- Dr. Rochelle Smarr (she/her), Director of Experiential Learning Hub: rsmarr@ucsd.edu

Course Learning Outcomes

1. Examine how academic theory informs and is informed by organizational practice.
2. Develop and practice critical thinking, problem-solving, research, and communication skills, which are critical to academic success, personal growth, and career readiness.
3. Create opportunities for active engagement in professional and community settings.

Student interns should:

- be intellectually engaged and have an academic foundation allowing them to make contributions (rather than work as a technician)
- learn concepts, methods, and gain experience with finding, reading, and applying primary literature to their research project
- acquire data analysis experience; at the end of the research experience the students should be able to analyze and manipulate data in more than one way
- develop communication skills in presenting scientific work

- be professionally supervised, and receive ongoing direction, and feedback from a professional with expertise in the field
- be exposed to the "big picture" of how the organization and industry operate (i.e. participate in meetings and events, opportunities to interact with individuals representing various levels and roles within the organization.

Course Policies & Format

Students will determine a schedule for completing hours with their supervisor (and meetings with their faculty advisor if other than Dr. Wilhelm). This course does not have any designated meeting times, other than the group Mid-Internship Check-ins.

Academic Integrity

All suspicions of academic misconduct will be reported to the Academic Integrity Office according to university policy. Those students found to have violated the Policy on Integrity of Scholarship will face administrative sanctions imposed by their college Dean of Student Affairs and academic sanctions imposed by AIP. Administrative sanctions can range from disciplinary probation to suspension and dismissal from the university; those are not at the AIP's discretion. Academic sanctions can range from an NP on the assignment to an NP in the class.

Inclusion Statement

In fulfillment of AIP's mission, we believe that an internship is an opportunity to expand an intern's knowledge and experiences safely while being respected and valued. Our program supports the values of UC San Diego to "create a diverse, equitable, and inclusive campus in which students, faculty, and staff can thrive." For more information, please visit http://diversity.ucsd.edu.

Changing Units

If a student is unable to complete the designated hours for the enrolled units, they can choose to decrease their units and their required hours by the university deadline. **Students should consult with their internship supervisor before making changes to their hours and schedule.**

Example: Change 4 units to 2 units and hours will decrease from 120 hours minimum to 60 hours minimum.

"Incomplete" Grade: Academic Senate Policy

The grade I may be assigned to a student's work when the work is of non-failing quality but is incomplete for good cause (illness, for example). The deadline for filing a request for an Incomplete shall be no later than the first working day after final examination week. If you are considering requesting an incomplete, please review the [How to Request/ Remove an Incomplete page](#) and [complete a request form.](#)

General Course Schedule

Week	Action Items	How many hours should students have completed?	
		2 units	4 units
	Week 1-10: Students should submit hours weekly.		
Week 1	Make sure site onboarding and training has been completed.	6	12
Week 2		12	24
Week 3		18	36
Week 4	Check email for Mid-Quarter Reflection and Informational Interview	24	48
Week 5	**Complete a Mid-Quarter Reflection**	30	60
Week 6		36	72
Week 7	Submit Informational Interview (optional)	42	84
Week 8		48	96
Week 9		54	108
Week 10	**Submit Hours on InternLink and Final Assignment** to the Internship Supervisor or Faculty Advisor	**60**	**120**
Final	**Self and Program Eval** Supervisor Evals & Grade Recommendations	Hours can still be completed during Finals,	

		but need to be logged by Week 10 deadline.