

## Biology Research Internship Program (BISP 197) General Course Syllabus

### Land Acknowledgement

The UC San Diego community holds great respect for the land and the original people of the area where our campus is located. The university is built on the unceded territory of the Kumeyaay Nation. Today, the Kumeyaay people continue to maintain their political sovereignty and cultural traditions as vital members of the San Diego community. We acknowledge their tremendous contributions to our region and thank them for their stewardship. 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 [professional competencies](#).

*Syllabus is subject to change. Students will be notified via email of any changes.*

### 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.

### BISP 197 Coordinator & AIP Counselor

Meredith Mendez (she/her)

Email: [e4mendez@ucsd.edu](mailto:e4mendez@ucsd.edu)

Appts: <https://meredithm.youcanbook.me/>



### Unit Options & Minimum Hours

2 units = 6 hrs/ week (60 hours total)

4 units = 12 hrs/week (120 hours total)

### Grading

Pass or No Pass

### Important Links

InternLink: <http://aipinternlink.ucsd.edu/>

Log InternLink Hours:

<https://aip.ucsd.edu/students/faq.html#How-do-I-report-my-internship-h>

### *Syllabus Table of Contents*

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**Please review the syllabus in its entirety. Students are responsible for understanding the policies and commitment to their internship and the course.**

## Tips for Success: Student Responsibilities

- ✓ 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.
- ✓ At the beginning of your internship, familiarize yourself with how to log your hours and be consistent with logging them weekly on [InternLink](#).
- ✓ Plan Ahead- Be mindful of how internship hours fit into your schedule and any adjustments you may need (i.e. preparing for midterms, etc).
- ✓ **Communication is key**- be consistent with your schedule and let your supervisor know with time if you are unable to work at your scheduled time. **Please also let your supervisor and the BISP 197 coordinator know if you are no longer able to continue the internship and/or course.**
- ✓ Be fully present at your internship- avoid using your phone or other distractions that may impact your ability to participate.
- ✓ Be aware of university deadlines and reach out to the [BISP 197 Coordinator](#) if you have any issues (i.e. drop without a “W,” change number of units, etc).

## 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 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 an Mid-Quarter Check-in during Weeks 4-6 of the quarter.

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## Assignments Checklist

1. [Complete minimum hours- Required](#)
2. [Submit a final assignment - Required](#) (i.e. research paper or presentation)
3. Meet with AIP for [Mid-Quarter Check-in & Reflection](#)
4. First Quarter Students only: [Informational Interview Assignment](#) - **Recommended**
5. Self & Program Evaluation- Optional

### 1. Internship Hours- Weekly

Students are recommended to submit their hours each week. Follow the instructions on our [How to Enter Hours on InternLink](#) document. If you are unable to submit your hours or have any questions, please contact the BISP 197 Coordinator. Your total hours will be forwarded to your supervisor for verification at the end of Week 10. Unconfirmed or incomplete hours may result in a “No Pass” grade.

### 2. Final Assignment- Week 10

A critical aspect of the BISP 197 experience is the requirement that students complete a final assignment. Assignment options include, but are not limited to a:

- Presentation - examples include presenting at a lab meeting, presenting to an affiliate lab, presenting at a research conference
- Project - examples include a 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 under the supervision of the internship supervisor.

Students are expected to discuss their final assignment with their supervisor (or [faculty advisor](#)).

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## Reflection Assignments

The following assignments do not have an impact on your grade, but are part of your participation in the Academic Internship Program.

### 3. Mid-Quarter Check-In (Zoom) -Week 4-6

The Mid-quarter Check-in allows students to pause and assess their internship experience so far. Students will receive an email to register for a group meeting or individual appointment in Week 4. Students are also encouraged to review the Continuing your Reflection document after their check-in.

### 4. Informational Interview (1st Quarter Students only)- Week 7

This assignment is an opportunity to connect with a professional who is in a career that interests you and/or you would like to explore, find out about the realities of a career field, job, and/or industry, and network with professionals.

### 5. Self & Program Evaluation- Week 10

An additional opportunity to reflect on the internship experience and suggest improvements for the course. Click the "Evaluation" links under your current Learning Agreement in [InternLink](#).

## Course Policies

### 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>.

### Questions and Concerns

As the BISP 197 coordinator, my goals are to treat students respectfully, honestly, and ethically, addressing any concerns that may impact their ability to participate in their internship and/or connect them to [resources available at UC San Diego](#). I encourage students to reach out in a timely manner to discuss a course of action. Students can send me an email at [e4mendez@ucsd.edu](mailto:e4mendez@ucsd.edu) or make an appointment: <https://meredithm.youcanbook.me/>.

### Additional AIP Contact Information

Tricia Taylor Oliveira (she/her), Director: [ttaylor@ucsd.edu](mailto:ttaylor@ucsd.edu)  
Academic Internship Program: [aipinfo@ucsd.edu](mailto:aipinfo@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](#).

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. An instructor may not grant a request for an Incomplete for other than such good cause. The instructor shall make arrangements with the student for completion of the work required at the earliest possible date, but no later than the last day of the finals week in the following quarter. If not replaced by this date, the I grade will lapse into a failing grade." ([UCSD Academic Senate, General Regulations: Grading Policy \(500\)](#)).

## General Course Schedule

Week	Action Items	How many hours should students have completed?	
		2 units	4 units
Week 1-10: Students should <a href="#">submit hours weekly</a> .			
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 Check-In & Reflection and Informational Interview	24	48
Week 5	Complete a group or individual check-in	30	60
Week 6		36	72
Week 7	Submit Informational Interview	42	84
Week 8		48	96
Week 9		54	108
Week 10	Submit Hours on InternLink and Final Assignment to 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.	