

Application and Proposal for a PROFESSIONAL INTERNSHIP: BIOL 4886
Department of Biology & Chemistry, Nipissing University

Deadline 1: Page 1 should be submitted by February 15. **Deadline 2:** Pages 2-4 should be submitted by July 15 (for fall term), November 15 (for winter term) or March 15 (for spring term).

Please complete the form below, in collaboration with your proposed faculty supervisor and the onsite supervisor. Note that signatures are required. **Your faculty supervisor will convey your completed application to the Chair of Biology & Chemistry**, currently Dr. Peter Nosko: [petern@nipissingu.ca](mailto:peter.nosko@nipissingu.ca)

Once this form is sent in, you should also apply through WebAdvisor, at the link termed “individualized study” where you should identify “Internship” and identify the faculty supervisor and term proposed. The Chair and Dean will review the proposal, and if approved, you will be cleared to enroll in the course through WebAdvisor.

I wish to enroll in BIOL 4886 for the _____ term (fall, winter, spring/summer).

STEP 1. Student Agreement

I will complete the academic and work assignments identified in the “Learning Contract” below. I will complete all work assignments promptly and to the best of my ability. I will familiarize myself with and follow organizational policies and procedures in the workplace including those related to health and safety and appropriate standards of professional and ethical conduct. I will also ensure I have workplace safety training prior to the beginning of the placement.

Student Name _____ **Degree Program:** _____

MAJOR GPA: _____ **Overall GPA:** _____

Student No. _____ **University Email Address:** _____

Signature: _____

STEP 2. Faculty Advisor Agreement and Support of this Internship from the Chair.

You must secure the support of a Faculty Advisor from the Department of Biology & Chemistry.

Faculty Advisor Section

The Student and I have discussed the academic component and evaluation process outlined below in the “Learning Contract”. I agree with the stipulations of this agreement. I also agree to be available to the student to discuss the placement experience and academic component associated with it.

Faculty Advisor Name: _____

Email Address: _____ Telephone: (705)-474-3450 ext. _____

Signature: _____

Do you support this course being used to satisfy programmatic requirements? Yes No

Will you be available to the student throughout this Internship? Yes No

If not, please describe how the student will be supported in your absence.

Signature of Support from the Chair of Biology & Chemistry: _____

BIOL 4886 PROFESSIONAL INTERNSHIP COURSE APPLICATION

STEP 3. On-Site Supervisor Agreement

Students wishing to complete the course must secure the support of an On-Site Supervisor at the location of the Internship.

The On-Site Supervisor completes this section.

I have discussed with the student the practical component and workplace expectations. I also agree to be available to supervise the student and support his/her work in keeping with the policies of our workplace. I will provide a brief overall assessment of the student's performance at the end of the Internship.

On-Site Supervisor Name: _____

Title: _____

Company: _____

Address: _____

Email Address: _____ Telephone: _____

Signature: _____

STEP 4. Learning Contract (jointly developed by the Student and Faculty Advisor)

Identify one or more learning objectives in each of the following categories, with methods of evaluation, and target completion date for each objective.

A. Academic Learning & Application:

- Identify how your academic background relates to this Internship
- Explain how your skills, knowledge, ideas, concepts and theories relate to this practical experience

B. Skill development: you should be better able to

- Clearly demonstrate your academic skillset to potential employers
- Show, through a public presentation to peers, the nature and value of an Internship experience

C. Personal development: You will

- Develop practical workplace skills that are informed by your academic studies
- Reflect critically on the relationship between your own learning and your career aspirations

BIOL 4886 PROFESSIONAL INTERNSHIP COURSE APPLICATION

Please use this table to organize the learning objectives associated with your placement.

	Learning Objective <i>What I want to learn</i>	Task(s) and Strategy(ies) <i>How I'm going to learn it</i>	Evidence of Completion <i>How I'm going to show I learned it</i>	Method(s) of Evaluation <i>How I will be evaluated</i>	Date of Completion
Academic Learning and Application					
Skill Development					
Personal Development					

BIOL 4886 PROFESSIONAL INTERNSHIP COURSE APPLICATION

Work Component/Job Description (developed by the Student and Faculty Advisor in conjunction with the On-Site Supervisor) Describe/list your proposed job responsibilities and learning opportunities. Be as specific as possible when listing duties, projects, meetings, training, informational interviews with professionals, etc. Ordinarily, a student is expected to commit approximately 72 contact hours to an Internship (equivalent to a 12-week course with a lab) plus any preparation time that is required.

Evaluation

As outlined in the academic calendar, marks will be determined as follows:

Work Performance	30%	based on the evaluation form of the On-site Supervisor
Activity Logs	10%	submitted to the Faculty Advisor every 2 weeks
Seminar	30%	presented to the Department of Biology & Chemistry
Final Report*	30%	described below
Total	100%	

***Write a report about your Internship experience based on the themes described in the table on page 3 (Academic Learning and Application, Skill Development, and Personal Development) and other information, including photos and figures, that may be pertinent to describing your experience. Include information drawn from the Activity Logs such as outlines of any work products, and an assessment of the value of this Internship experience as part of your university degree. This paper should be submitted to your Faculty Advisor at the end of the Internship experience, for review and evaluation.**