

Internships are a fundamental way for you to hone your skills, gain career experience, and simultaneously improve your community. Internships can have a significant influence on your ability to get into graduate school and the career directions you choose. The Department of Biological Sciences requires all students to complete an internship for a minimum of 120 hours of contact time. To complete the internship requirement, follow this checklist and turn it in to your adviser with the documents outlined below.

1. Find an internship

This is your opportunity to search for an internship that matches your unique gifts and goals. See the [Biology website](#) for ideas. Research projects, both at Goshen and other institutions, can count as your Biology Internship, but must also be pre-approved by your adviser.

2. Discuss and get approval from your GC adviser for your internship idea

Your internship experience is an important one. Be sure to discuss your ideas with your adviser. Your adviser must approve of the internship before proceeding to Step 3.

3. Preapproval Form

- 1) Complete the Internship Preapproval Form.*
- 2) Email the form to your Internship Supervisor for them to sign and fill out.*
- 3) Submit the form to your GC adviser. **SIGN UP FOR BIOL 409 Internship** during the semester or summer when you intend to complete the internship. Choose between 0-3 credits. Zero credits means you will not be charged for these credits.*

4. After completing the Internship, turn in the following documents to your GC adviser

In order to meet the graduation requirements of completing your internship you must complete the following items and turn in to your adviser. These documents are DUE at the fall or spring Internship Presentation events (typically October or March).

a. This Checklist

Read this form carefully and be sure everything is completed and checked.

b. Internship Time Log Form

Log your hours on the Internship Time Log Form - 120 hours are required.

c. Journal Entries

Complete journal entries during the internship – once a week at minimum, you can turn in typed or hand-written entries.

d. Reflection

Write a 4-5 page single spaced paper discussing the impact the internship had on your career goals. (This can be reduced to a 2 page reflection if you completed a research project and turn in a final research paper).

5. Internship Presentation Extravaganza

Each fall and spring, the department hosts an Internship Presentation Extravaganza – each intern presents a 5-7 minute presentation highlighting their accomplishments. (A Science Speaker Series presentation can also fulfill this requirement).

a. Oral presentation – Email the Biology Chair

I have emailed the Chair my intention to present (check one)

Internship Extravaganza: ___Fall or ___Spring _____Science Speaker Series Date

b. Photo and Paragraph Summary

Submit to the Chair a one paragraph summary and photo of yourself in action for use on the Biology website.