COURSE PROPOSAL

HBIO 497: Internship in Human Biology

## Overview

*HBIO 497: Internship in Human Biology* is a course that allows you to apply what you are learning in the Human Biology curriculum to work experiences related to human health, health science, or biomedical science. This can be a great way to use experiences outside of the classroom to advance your understanding of Human Biology while also reflecting on how the concepts and skills in your courses connect to your career goals.

You must be participating in a paid or unpaid internship or job that is related to Human Biology. You must arrange for this position yourself—the Human Biology program does not offer any prearranged internships at this time. Once you have secured a position, you will collaborate with your supervisor to complete the course proposal below. The proposal is reviewed and approved by the program director before you can be enrolled into the course.

The proposal will be reviewed and approved based on the following criteria.

* Is the job or internship related to human health, health science, or biomedical science?
* Is it clear how the experience connects to the Human Biology curriculum?
* Is it clear how the experience contributes to the student’s professional development/career goals?

## Evaluation

The course coordinator will evaluate performance based on:

* The quality and timeliness of your written reflections about your experience
	+ Once enrolled in the course you will receive information about a series of written reflections that you will write throughout the semester.
	+ Writing prompts will be related to your goals for the internship, challenges and successes, development of new skills and knowledge, and connections to career goals.
* Evaluation by supervisor
	+ Your internship or job supervisor will be asked to complete two brief written, confidential evaluations, one before the midpoint in the semester and the second toward the end of the semester. The supervisor will be asked to comment on the number of hours worked, your work habits, and your accomplishments. We will also contact your supervisor at the time of enrollment to confirm your participation.

## Course Credit

You may earn 1-3 credits for HBIO497 in a semester based on the average number of hours worked per week.

* 3: average 10 or more hours/week
* 2: average 5-9 hours/week
* 1: average 3-4 hours/week

A maximum of 3 credits of HBIO497 will count toward Selective requirements for the Human Biology degree. HBIO497 credits must be paid for like any other courses.

*Note:* You must be enrolled in HBIO497 before the add/drop period ends in a given semester—HBIO497 credit will not be given for past research experiences, and you may not join the course after the add/drop period.

*Send questions or completed applications to Dr. Cori Fata-Hartley, Human Biology Program Director.*

*fatahart@msu.edu*

# Proposal Form

**Directions**: The proposal should be collaboratively developed by the student and the supervisor. Provide typed answers to the following prompts.

### **1. Student Enrollment Information**

NAME:

PID:

EMAIL:

HOURS PER WEEK WORKED:

SEMESTER:

Human Biology Independent Study credits previously earned (and indicate the course: HBIO (or NSC) 496, 497 or 498):

### **2. Internship Information**

COMPANY OR INSTITUTION NAME:

SUPERVISOR NAME:

SUPERVISOR TITLE:

EMAIL:

PHONE:

### **3. Proposed Internship Project**

Provide a description of the proposed internship project. Specifically, describe your role in the project and the type of work you will be doing.

### **4. Connection to Human Biology**

Explain how the internship aligns with the Human Biology curriculum. Provide specific examples.

### **5. Connection to Professional Development/Career Goals**

Explain how the internship is connected to your career goals and how it can help you achieve those goals.

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### **6. Supervision (to be completed by the supervisor)**

Briefly describe the training that will be provided for the student. Describe how the student’s work progress and performance will be monitored.

*Note: The supervisor will be asked to will be asked to complete two brief written, confidential evaluations, one before the midpoint in the semester and the second toward the end of the semester.*

### **6. Acknowledgments**

By ***typing*** your name below, you acknowledge that you have reviewed the expectations for the course including the evaluation process and that the above information is correct to the best of your understanding.

(1) Student:       Date:

(2) Supervisor:       Date: