

## **BIOL 399 Application Information**

Description: Bio399 is not a traditional class. This credit/no-credit opportunity is intended to give students official recognition for biology-relevant internship work that they do with non-Biology supervisors.

How to get Bio399 credit: The student finds the internship. Then the application is completed by the student and signed by the internship site supervisor. The completed and signed form should be:

- Turned in to Ben Wiggins: this is best done by email to [benlw@uw.edu](mailto:benlw@uw.edu). Any readable camera-phone image of the signed form is acceptable as an email attachment.
- The form should be turned in (if at all possible) by the first week of the quarter in which the internship is being performed.

Once this form is received and approved, the student will receive an add code by email for Biol399.

Towards the end of the quarter, the student will receive two evaluation forms that need to be completed: The Supervisor Evaluation\* (of the intern) and the Student Evaluation (of the internship). Please return these two forms before the end of the last week of classes to receive the credit.

### **The Student agrees to:**

- 1) Work at least 3 hours per week for 10 weeks for each credit received (minimum: 2 credits)
- 2) Complete the internship to the specifications of their supervisor
- 3) Fill out a Student Evaluation of the internship site at the conclusion of the internship

### **The Supervisor agrees to:**

- 1) Provide suitable guidance during the internship. The organization should demonstrate genuine interest in integrating the student as a team member of the organization. Internship assignments should require creative problem solving and not be limited to repetitive or routine tasks.
- 2) Fill out a Supervisor Evaluation of the student intern at the conclusion of the internship

### How many 399 credits can I earn?

Each credit is worth 3 hours per week of effort over ten weeks of time (or 30 hours total). So, for 4 total credits, the student should complete 120 total hours in the internship. Students are allowed a maximum of 10 credits of Biol399, although it is a good idea to check with your advisor: Not all credits will be useful, and your particular situation may determine how many credits you want to take.

### Projects that span multiple quarters:

Students can spread their 399 credits over several quarters as long as the total number of hours is correct for the total number of credits. To apply for multiple quarters, you must resubmit the Application form (with adjustments for the correct quarter and a new signature for each application).

*\*A small number of large internship programs (example: The UW Athletic Training Internship under the direction of Chelsea Larsen) do not require a Supervisor Evaluation form. These students will still need to complete all of the other paperwork.*

**BIOL 399 Application Form:**

*Student Information:*

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

UW email address: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Internship Supervisor Information:*

Name: \_\_\_\_\_ Office location: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Credit Information:*

Quarter for which you are applying with this form: \_\_\_\_\_

Number of credits in current quarter: \_\_\_\_\_

*If you are spreading your credits over multiple quarters, please make that clear here. Include all past 399 credits for this project.*

<i>Quarter:</i>	<i>Number of hours/week:</i>	<i>Number of weeks:</i>	<i>Total hours:</i>	<i>Credits:</i>
<i>Total:</i>				

*In the space provided, please describe the following:*

*Internship Overview:* Describe the internship location, organization and goals.

*Personal tasks and activities:* Describe your day-to-day activities in the internship here.