Proposal Form For Addition And Revision Of Courses

1. Proposing College / School: College of Science and Mathematics
   Department: Biological Sciences

2. Course Prefix and Number: BIOL 4920
   3. Effective Term: Spring 2012

4. Course Title: Internship in Biological Sciences
   Abbreviated Title (30 characters or less): Internship in Biology

5. Requested Action: [Select]
   - [ ] Renumber a Course
   - [ ] Add a Course
   - [ ] Revise a Course
   [ ] Proposed Course Number: BIOL 4920
   [ ] Type of Revision:

6. Course Credit: Contact/Group Hours
   Scheduled Type
   (e.g.: Lab, Lecture, Practicum, Directed Study)
   Weekly or Per Term?
   Credit Hours
   Anticipated Enrollment
   Maximum Hours (Repeatability): 4
   var | Internship | Sem | 1-4 | 10
   Total Credit Hours: 1-4

7. Grading Type: [Select]
   - [ ] Regular (ABCDF)
   - [ ] Satisfactory/Unsatisfactory (S/U)
   - [ ] Audit

8. Prerequisites/Corequisites:
   Use “P:” to indicate a prerequisite, “C:” to indicate a corequisite, and “P/C:” to indicate a prerequisite with concurrency.
   Pr., 12 c.h. in 3000-level or higher BIOL courses. Department Approval. Student must be enrolled in a major offered by Department of Biological Sciences.

9. Restrictions: List specific restriction in space above.
   [ ] College
   [x] Major
   [ ] Standing
   [ ] Degree

10. Course Description:
    (20 Words or Less; exactly as it should appear in the Bulletin)
    Application of biology concepts and skills in a professional experience

11. May Count Either: [Select]
    - [ ] Program Type
    - [ ] Program Title
    - [ ] Requirement or Elective?

12. Affected Program(s):
    (Respond “N/A” if not included in any program; attach memorandum if more space is required)
    major | See attached memorandum
    major

13. Overlapping or Duplication of Other Units’ Offerings:
    (If course is included in any other degree program, is used as an elective frequently by other unit(s), or is in an area similar to that covered by another college/school, attach correspondence with relevant unit)
    [ ] Applicable
    [ ] Not Applicable

(Include a concise, yet adequate rationale for the addition/revision of the course, citing accreditation, assessments (faculty, graduate, and/or external) where applicable)

15. Resources: No new resources are needed.

(Indicate whether existing resources such as library materials, classroom/laboratory space, and faculty appointments are adequate to support the proposed addition/revision; if additional resources are required, indicate how such needs will be met, referencing the appropriate level of authorization -- i.e.: Dean -- where necessary; if no additional resources or shifting of resources will be necessary, respond “Not Applicable”)

16. Student Learning Outcomes:

1. Integrate disciplinary concepts with real-life problems and experiences
2. Apply academic knowledge to new challenges
3. Develop problem-solving skills
4. Develop communication skills

(State in measurable terms (reflective of course level) what students should be able to do when they have completed this course)

17. Course Content Outline: See attached Contract and Syllabus

(Provide a comprehensive, week-by-week breakdown of course content, including assignment due dates)

18. Assignments / Projects: See attached Contract and Syllabus

(List all quizzes, projects, reports, activities and other components of the course grade -- including a brief description of each assignment that clarifies its contribution to the course's learning objectives)

19. Rubric and Grading Scale: See attached Contract and Syllabus

(List all components of the course grade -- including attendance or participation if relevant -- with point totals for each; indicate point totals and ranges or percentages for grading scale; for S/U grading, detail performance expectations for a passing grade)

20. Justification for Graduate Credit: Not applicable.

(Include a brief statement explaining how the course meets graduate educational standards (i.e.: rigorous standards for evaluation, development of critical thinking and analytical skills, etc.))

(Included below are standard statements regarding course policies. If necessary, a statement may be altered to reflect the academic policies of individual faculty members and/or the academic unit or department, provided that there is no conflict with the Tiger Cub, Faculty Handbook, or any existing university policy.)

POLICY STATEMENTS

Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.

Excused Absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student's immediate family, the death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the Tiger Cub for more information on excused absences.

Make-Up Policy: Arrangement to make up a missed major examination (e.g.: hour exams, midterm exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absence(s). Except in unusual circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date the student initiates arrangements for it. Except in extraordinary circumstances, no make-up exams will be arranged during the last three days before the final exam period begins.

Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the Tiger Cub will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

Disability Accommodations: Students who need special accommodations in class, as provided for by the Americans With Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of their Accommodation Letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1288 Haley Center, 844-2096 (V/TT).
Memorandum for Proposed BIOL 4290 Internship in Biological Sciences

Additional information for two of the queries on the proposal to create BIOL 4920.

Response to 12. Affected programs.

We request that BIOL 4920 Internship in Biological Sciences would be an available elective course in all majors offered through the Department of Biological Sciences.

Currently, this would include:

- Microbial, molecular and cellular biology MMCB (both formal options)
- Marine Biology MARB
- Zoology ZOOL (all tracks)
- Botany BTNY (all tracks)

We also are in the process of proposing a new major, Organismal Biology which will replace Zoology and Botany. It has three formal options and we request that BIOL 4920 be an elective course in those options as well.

Response to 14: Justification
Student comments indicate that they would like a better understanding of career options and gaining experience while in college will improve student competitiveness in the job market. There are many internships available nationwide that would be most appropriate for this course. Faculty in the department recognize internships as an important professional development experience and offering credit for these internships would raise their value among students. Many universities maintain listings of internships in biology for their students. Here is a typical webpage on internships: [http://biology.csusb.edu/internships/](http://biology.csusb.edu/internships/).
Biological Sciences
BIOL 4920  Internship in Biological Sciences
Contract and Syllabus

To Be Completed by the Faculty Mentor

BIOL 4920 is a course designed to provide Biological Sciences majors with an opportunity to (1) combine professional experience with academic instruction, focusing on critical, reflective thinking, (2) develop opportunities that increase one’s understanding of career options and (3) develop problem-solving and communication skills in a professional setting.

Student information:

Student Name: ___________________________  ID#: ___________________________

Student Signature: ___________________________  Date: ___________________________

Term: ___________________________

Mentor Information

Name: ___________________________

Office Address: ___________________________

Phone: ___________________________  Email: ___________________________

Signature: ___________________________  Date: ___________________________

Internship information and description

Provide a description of the nature of the internship, including a description of the partner organization/company.
A. Project Location: 

B. Nature of the Location: 

C. On-Site Project Supervisor’s Name: 

D. Supervisor’s Position/Title: 

Address: 

Telephone: __________________________ Email: __________________________

Course Schedule:  
Credit hours are assessed based on approximately 45-50 hours of on-site work/credit hour. The internship may include rotations through different departments/sections of the organization or may involve on-site work in a laboratory or field site. If the student pursues an individual project some time may include time spent on design, implementation and report preparation and delivery.

Assignments/Projects  
All DBS internships must include the following assignments. Other assignments and activities, such as projects, activities, written and oral reports may be included in the internship.

Required assignments:  
Prior to the beginning of the internship the student will write an initial reflection on their expectations regarding the internship. They will also write a final reflection on the experience, no shorter than 1 full-page in length. They are also required to keep a project log, including the dates and hours worked and a brief description of the work.

If other assignments will be included please list here with a brief discussion and amend the grading scale below to reflect their assessment and contribution.

Rubric and Grading Scale  
This is an S/U course. The student will be graded based on completion of the assignments and satisfactory reports from the on-site supervisor. A grade of “S” requires that the student earn no less than 70% of the total points. The criteria are:

20% of grade  
Project Log (based on completeness)

30% of grade  
Faculty mentor evaluation of student reflections (see rubric)

50% of grade  
On-site supervisor’s periodic reports to faculty mentor. At least two reports should be submitted by the on-site supervisor, one at mid-internship and the second at the conclusion of the internship.

If other assignments are included, the grading percentages may be adjusted.
Course Policies

Academic Honesty
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Course Withdrawal
Students have between the 1st and the 15th day of courses to drop a course with no penalty. During this time, the course is taken off of the schedule and transcript with no grade assignment. Courses dropped between the 15th day of classes and midterm results in a grade assignment of W on the transcript; however there is no grade penalty.

The mentor reserves the right to modify the syllabus at any time during the course of the semester. If a change is made, appropriate notice will be given to the student.
HI Kevin,

I'm happy to add some clarification to the Department of Biological Sciences's decision to go with an approximate ratio of 40 contact (or work) hours/semester per credit hour in BIOL 4920, Internships in Biological Sciences. Firstly, that is about the same ratio as we currently use for BIOL 4980 Undergraduate Research. In that course, we expect the student to work 2-3 hours/week/15 weeks for 1 credit hour. We do try to encourage more nearly 3 hours than 2. Also, we wanted to accommodate a variety of possible internship possibilities, including intensive one-week experiences that might be available during semester breaks. Again, 40 hrs/credit hour seemed appropriate for that type of experience. More typically, our students would be likely to do part- or full-time internships in the field or laboratory off-campus in the summer lasting from a month to two months in length.

Also, if possible, we would like to request a one-time special approval for this course for the current semester. We have a couple of students doing internships now, but to accommodate them we enrolled them in BIOL 4980 Undergraduate Research. We'd prefer for their credit to appear as an internship (and so would they). If this is possible, I will handle the drop/add documentation that this will require at this point in the semester.

Thank you for your assistance and quick approval of this course. It has a great deal of faculty support.

Sharon

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