

Guidelines on Internship for BCB and BISC students

LIFS 4960/4961

Background

Internship is considered as a form of capstone experience to fulfill the capstone requirements in BISC and BCB curriculum starting from 2016/17.

General Arrangement

Students need to enroll in capstone project course in order to have the internship work recognized to fulfill the capstone requirements.

Major	Internship Courses
BSc in Biological Science	LIFS 4960 Biological Science Capstone Project
BSc in Biochemistry and Cell Biology	LIFS 4961 Biochemistry and Cell Biology Capstone Project

3 credits, letter grade

Sources of Internship Positions

- By direct approach from students:

The internship is obtained by students themselves. Student needs to seek consent from a faculty member as their internal supervisor. Students submit the application form to course coordinator via division to seek course approval (Only the internship position is confirmed). The form should be reached to Division before they start the internship and NO LATER than the add-drop deadline for each semester. No post-application is allowed. Under the normal circumstances, dropping of the internship after enrolling the capstone project course is not allowed.

(Please prepare and submit application form – Form A1)

- By coordinated from an individual faculty member in Division of Life Science

Individual members might offer internship opportunities recognized as capstone project course.

(Please prepare and submit application form – Form A2)

Nature of Work

The work nature in the internship must be relevant to the major related to Life science and/or biomedical fields, such as the following:

- Research and Development
- Production; Quality control
- Technical support

Work nature involves “Sales ” will not be accepted.

Commencement and duration

Duration is 4-8 weeks in a summer time on a full-time basis.

Duration is 10-13 weeks in a regular semester as part-time basis.

Working hour

It is expected that students need to work at least 160 hours.

Supervisor

External supervisor

“External supervisor” refers to the direct on-site supervisor from the internship-offering company.


Internal supervisor

“Internal supervisor” refers to an on-campus faculty member under Division of Life Science. Student has to find a LIFS faculty member who agrees to be his/her internal supervisor. If situations permit, the internship supervisor is expected to:

- 1) Ensure that the internship work is related to student’s major and the job internship should be able to let students to integrate his/her learning into practice to a real work environment.
- 2) Meet throughout the project, as necessary
- 3) Communicate or meet with the student external supervisor, as necessary;
- 4) Give feedback to students based on the assessment report from external supervisor and assess the internship report drafted by the student.
- 5) Grading

Application and course registration

1. Identify and seek for a proper internship
2. Complete Part 1 of form A (see below appendix)
3. Approach a faculty member as internal supervisor. Students should explain the internship details to him/her and seek for his/her recommendation and approval. Internal on-campus supervisor are required to fill in part 2 of the form.
4. Note that application would only be considered for course enrollment, if the concerned student is successfully employed by the internship-offering company. Students should then submit the form (with completed part 1 & 2) to course coordinator via your program officer in LIFS general office with any supporting documents about the offer validation
5. At the same time, students need to submit the course enrollment request in SIS no LATER than the add-drop deadline.
6. Course coordinator will make the final decision.

 **Requirement**

- ✓ A written internship report (10-20 pages)
- ✓ An Evaluation form to be completed by externship supervisor at the end of the internship period
- ✓ Continuous satisfactory performance is required throughout the process.
- ✓ Any other assessment(such as presentation) requested by Internal supervisor or external supervisor

 **Assessment**

The assessment of internship is mainly by internal on-campus supervisor. Internal supervisor should base on the following two components for assessment:

- Student's written report (60%)
- Direct supervisor's evaluation (40%)