Description and Objectives of Biology Internships

Both January term and regular semester internships provide an opportunity for students to learn about potential career choices. All internships involve a direct association with an institution or professional individual and are distinct from independent study. Internships are generally work-oriented and observational rather than academically oriented.

One major goal of this experience is to allow students a first-hand look at a profession they are considering for their future. The internship allows students opportunities to observe and/or experience both the attributes and drawbacks of a particular profession. Experiences that foster greater immersion are more desirable in this regard, e.g., an internship consisting of a 3-week, full-time experience has significant advantages over one made up of 3-hour/week blocks over a longer time period. The internship experience often solidifies the interest in the respective profession, and many students who intern are motivated to work even harder to prepare themselves for that particular career route. However, sometimes students discover that the reality is different than what they had imagined, and that the profession is not a good fit. This outcome is just as important (if not more) than the first, and will motivate the student to consider other career directions.

A second goal in this program is educational. We feel that valuable learning derives from the volunteer service and observational experience made possible through this program. During the internship, we ask the students to i) keep a logbook of their observational experiences, ii) write several reflective essays, and iii) to write a short referenced paper using professional journals appropriate to the type of internship in which they are participating. We also request that the student's Off-Campus Supervisor fill out a very short evaluation of the student at the end of the program. These materials provide the means by which we evaluate the educational merits of the internship.

Requirements for Bio 380 Internships

**Notes**: Bio 380 credits do NOT apply towards the biology major. The general Bio380 policy is that students cannot be compensated for their internship experience (or be employed part-time at the same place). One-two credits are awarded; evaluation is Credit/No Credit.

January Term Internships (2 credits): Expected to be full time involvement (~40/week) for a minimum of 3 weeks during January. The January Internship experience will fulfill the JII (Study Away) general education requirement.

Internships during the regular semester (1-2 credits): At least 40 interning hours are required for one credit, in a minimum of one 3-hour blocks of time per week during the semester (3 hrs/week of actual observation, travel time to and from site is not included).

Summer Internships (1-2 credits): At least 40 interning hours are required for one credit. These internships will be negotiated individually, but in general, a shorter period of full-time observation (e.g. 2 full weeks) is recommended over a longer period of observational “blocks”.

Expectations of Students: Students are expected to abide by all the codes and ethics of the particular profession they are observing and to conduct themselves as mature, responsible, and respectful individuals. Students should keep in mind that they student observers, not trained professionals, particularly in regards to health care environments. Supervisors have discretion to implement policies appropriate to their place of employment and profession.
Bio 380 Prerequisites: In general, 12 credit hours in biology (including Bio 151 & 152) and approval of the Biology Department. With departmental consent, applicants may be able to substitute other science coursework for portions of the 12 credit biology requirement.

Specific academic requirements that must be completed for this course include:

1. writing a daily log of observational activities
2. a weekly (or monthly if semester-long internship) reflective essay on the most/least attractive aspects of the profession you are in and what strengths/weaknesses you would bring to this profession. Specific guidelines will be provided.
3. a short paper (3-5 pages) appropriate to the type of internship in which you are participating, which involves some research in the profession’s literature and/or journals. Specific guidelines will be provided.
4. an evaluation of your participation by your immediate Off-Campus Supervisor(s) during the internship experience.

General Application Procedure for Bio 380 Internships

To apply, students must complete both an internship registration form and an internship agreement form. Both forms are available in SHL 231 (Lynn’s office). Due dates for internship applications through the Biology Department are as follows:

- SEPTEMBER 1st for fall internships
- OCTOBER 15th for departmental J term internships or Mayo Clinic research internships
- DECEMBER 1st for January internships other than “departmental” internships
- FEBRUARY 1st for spring semester internships
- MAY 1st for summer internships.

Completed forms should be returned to the Biology Department (Michelle Einck). On the form, make sure to indicate what year you are at Luther (1st-4th), regardless of your credit-based status.

- If applying for departmental internships:
  - On the registration form, do not complete the specific location for internship or the internship description. Instead, attach a separate page, and rank departmental internships (of interest) in order of choice. Provide rationale for your interests and rankings. If you have had any previous related internship/job shadowing experience, please include details (what profession, extent of experience, dates/hours of experience.) Finally, indicate anticipated housing and/or particular housing requirements, e.g., you have to be in Decorah during January because of athletic participation.

- If applying for student-designed internships:
  - On the registration form, include complete site location details and contact information for supervisor(s). In the summary description, make sure to include sufficient information, including internship location(s), supervisor(s), anticipated activities/observations, and specific days and hours scheduled/planned. Also indicate plan for housing during the internship. If you have had any previous related internship/job shadowing experience, please include details (what profession, extent of experience, dates/hours of experience.) (Attach a separate sheet if necessary).

After internship applications are submitted, the Biology Department evaluates applications. In the case of departmental internships, attempts are made to match individuals with available internship positions. The Biology Internship Coordinator (Enos-Berlage) will notify students on the status of
their application, usually within 2-3 weeks of submission. Students who do not receive a
departmental internship may still apply for a student-designed internship. Approved internship
applications will then be forwarded to the Career Center for approval, which will then forward them
to the Registrar, who will register students directly.

For further information or questions, contact:

Jodi Enos-Berlage, Biology Department Internship Coordinator
Luther College Department of Biology
Phone: (563) 387-1554
Email: enosbejo@luther.edu

Brenda Ranum, Career Center Director
Luther College Career Center
Phone: (563) 387-1025
Email: ranubr01@luther.edu

Dan Marlow, Assistant Director of Experiential Learning
Luther College Career Center
(563) 387-1472
Email: marlowda@luther.edu
Bio 380 Internship Categories

I. Student-designed Internships (developed by student in consultation with Internship Coordinator (Enos))

Options to Consider for Finding an Internship
This is the most common type of internship, in which the student takes the initiative for making direct arrangements with off-campus professionals and/or institutions. One important consideration that often strongly influences an internship location is housing. Often, students will seek available opportunities where they have available housing (with parent, relative, friend, etc.). Within this restriction, students should consider several options to develop an internship, listed below:

- Opportunities through the Luther Career Center: These internships generally involve willing and interested alumni in the respective profession. Students seeking currently available internship opportunities should visit “Career Connection” on the Luther Career Center’s website (http://career.luther.edu). To log in, click on “Students” and use your complete Luther email address as the username and your Luther ID number for the password. Students can also consult with the Career Center to identify possible alumni to contact in a given location.

- Contacts made via previous internship experiences of Luther students: The Career Center maintains records of all previous internships performed by Luther students. These records may offer contact opportunities for future internships.

- Contacts through established professional or health care relationships involving family/friends.

- Contacts to area health care centers/clinics/companies/etc. In this case, the initial first contact is often the Human Resources Director at such an institution.

Recommendations for making an initial contact
Initial contact with the internship site is best accomplished by and initial phone call or email that confirms you are talking to the appropriate person for your inquiry. It is recommended to follow this initial contact with something in writing, (so that communication is clear and it can be shared easily with other appropriate personnel). This description should include a brief introduction stating who you are and how you learned about the internship site, and why you are specifically interested in the experience. The description should also answer several key questions for the internship site. The following points are recommended to include:

- That the internship is an academic experience, and is awarded Luther College academic course credit. All academic assignments completed by the student are evaluated by Luther College; however, a minimum number of hours are required in order to meet the academic requirements (at least three weeks of full time experience during January term, and at least 40 hours/credit during semester and summer terms). The time requirements are established in part to validate the credit.

- That you cannot be paid for the internship

- That the structure of the experience is to create a situation that is as ‘easy’ for the provider as possible:
  - Luther handles all of the academic evaluation and documentation, there is no paperwork required of the supervisor except for a simple one page evaluation
  - The specific structure of the internship is very flexible, i.e., an internship could involve one or multiple supervisors or departments (this is important, as it is much easier for a site to rotate an intern through multiple providers/departments, especially if the internship is over a three week period.
• Confirmation of your understanding that the internship activities are likely to be mostly, if not entirely, observational (particularly if the site is a health care setting), and that you understand the importance of patient confidentiality and possible requirements for health care screenings, etc.

• Finally, do not expect or ask for an answer in the initial contact. Rather, offer to contact the site within a week's time to see if an internship experience might be possible. Detailed arrangements should emerge in follow-up contacts. Students should bear the brunt of contact work, make every attempt to minimize the professional’s time in the process.

Established opportunities
Finally, several external, but formal internship programs are in place that Luther students have applied to in the past, and/or that the biology department has more established contacts with. For each of these, see Dr. Enos if you would like more information. These include:

A. Health Care Internships, CentraCare Clinic Premed Shadowing Program (St. Cloud, MN): There is an independent selection process for this program. Application must be made directly to St. Cloud; students must have own housing. Have both 4 week winter and summers terms.

B. Research Internships (Mayo Clinic): Students interested in this option first need to identify and contact potential research mentors from Mayo Clinic’s website (http://www.mayo.edu/research). After mutual agreement with the mentor, the mentor needs to contact their Human Resource staffing specialist to complete the paperwork for the intern process. Housing is available through Mayo at the student’s cost.

C. Other: The biology department internship coordinator is familiar with other types of non-departmental affiliated health care internship experiences, e.g., dental, physical therapy, pharmacy, veterinary medicine, Heart Center, biotech, environmental, etc. and can offer some ideas and contacts in these areas.

II. Departmental Internships (coordinated and selected through Biology department)

Note: Applications for all of these internships must be received by October 15th

A. Health Care Internships: The department selects students to participate in the following programs that allow students to shadow medical doctors and other health care personnel:

• Gundersen Clinic, La Crosse, WI (4 students – housing is arranged for the Gundersen site)
• Decorah Medical Clinic (Gundersen), Decorah, IA (1-2 students)
• Winneshiek Medical Center, (Mayo), Decorah, IA (1-3 students)
• Family Care Clinic, Decorah, IA (1-2 students)
• J term or Summer Health Care Internship Trip to Haiti with Dr. Josh White (1-2 students for ~1 week in J term and/or June): Special application required, travel costs are covered by student. Most students couple this experience with additional observations in a health care setting in order to meet the 3-week full time requirement for Bio 380 in J term.

* Please note that some of these internship programs require background checks, health screenings, and CPR certification (2-man C), sometimes at the students’ cost. (If a health care internship, assume this.) See Dr. Enos for details on health screenings and CPR certification.

B. Research Internships: The department selects students to participate during January term in undergraduate research at the University of Iowa Biosciences Program (http://www.healthcare.uiowa.edu/biosciences/people/faculty/index.asp) and the University of Arizona-Tucson (http://jbio.bio5.org). Housing expense is currently not provided for these programs. See Dr. Enos if interested.

III. Study Abroad Internship Experiences

A variety of study abroad health care internship experiences are externally available (usually for significant cost). Students interested in study abroad internship experiences that will involve health care
environments should complete the **Global Ambassadors for Patient Safety Online Workshop**, a free online course designed by the University of Minnesota. The goal is to offer tools and advice for how to get the most of your experience abroad, without stepping beyond your qualifications and expertise. Go to:

http://www.healthcareers.umn.edu/online-workshops/gaps/index.htm
LUTHER COLLEGE STUDENT INTERNSHIP EVALUATION

Student’s Name ____________________________________ Dates of Internship ____________________

PLEASE RATE THE STUDENT ON A 1-5 SCORE (1= POOR, 5=OUTSTANDING). PLEASE INCLUDE WRITTEN COMMENTS JUSTIFYING RANKING BELOW EACH CATEGORY.

- Scholarship (recognizing observation limitations) 1 2 3 4 5
  Comments:

- Work Ethic
  Comments:

- Personality and Interpersonal Skills
  Comments:

- Communication, including interest displayed
  Comments:

- Suitability for career shadowed during internship
  Comments:

Please also add any additional comments that would be helpful in our composite evaluation of this student, or helpful to this student in terms of their consideration/preparation for this career, or helpful to us in terms of improving our internship program. Thank you.

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Signature of Evaluator: _____________________ Printed Name: ____________________________

Title and Facility: ________________________________

Address: _______________________________________

Email Address ___________________________________

Return form (regular mail or scanned copy via email) to:
  Jodi Enos-Berlage, Department of Biology
  Luther College, 700 College Drive
  Decorah, IA 52101-1045
  enosbejo@luther.edu