

Biology Internships and Shadowing

April 2017

Up to 6 credits in Biology X473 can be given to Biology BS majors for internships, at the rate of 1 credit per 45 clock hours of work. BA majors have a 3-credit limit. For both BS and BA majors, the maximum credit for **shadowing** is one credit. If you combine shadowing and interning, the total limit is 6 or 3 credits, for BS or BA students, respectively. Non-Biology majors should check with their academic advisors about how these credits can count for a degree.

New policy as of January 1, 2015: If you are working with vertebrate animals, you must do your internship and/or shadowing through Animal Behavior's X473, not Biology's X473. See Professor Cara Wellman, Director of CISAB: wellmanc@indiana.edu

For the one credit of X473 for **shadowing** a medical professional (broadly defined: physician, dentist, clinical laboratory, etc.) for 45 clock hours or more, you find the person you want to shadow, send me an email describing who/what/when/where/why, you fill out the "X473 form" in JH A115. Once your proposed shadow/internship is approved, I will give you permission to register. When you do the shadowing, you send me a brief description of what you did, the person you shadowed sends me a 1-sentence message saying that you did it. Many students cobble together hours spent with more than one medical professional. That's a good idea: diverse experiences.

HPPLC has excellent advice and guidance regarding how to find a shadowing/internship position.

The X473 grade will be S/F, as of Summer 2016, when your supervisor's letter (acknowledging the experience and giving me a paper trail) says "what a fine young man/woman, who was a pleasure to work with, helped our patients, contributed to our clinic's goals, etc." I can describe examples if you tell me your plans.

For majors other than Biology: Ask your advisors how this will count for graduation in your major. Most departments want you to take credits in their own department (it's a turf thing, which makes sense), but there are exceptions.

For X473 credit for an **internship** the supervising organization must call it an internship...not a job. You may receive a stipend or award from the organization, but not salary or wages. You must write a project report and send it to me. This is usually done by a one-page email, but if you did a report for your supervisor, a copy of that is fine. The supervisor must send me a letter or email after the internship, saying that you did at least satisfactory work. All I need is one sentence from your supervisor. Most clinics are familiar with this procedure.

You must receive authorization from me for X473 before you may register for it. **Remember to register for X473.**

You must stop by the Biology Advising Office and fill out an X473 form ...This gives a paper trail for the X473, and allows a reality check about whether or not this is counting the way you think it counts for graduation. Sometimes there are student-specific problems that only the Advisor can deal with. The most common error is to assume that the internship replaces a required course in the major. That's not going to happen.

The following message was received on March 22, 2010, and is now in effect. Please read it carefully. It describes the policy that must be followed.

To: Deans and Chairpersons
From: Lisa Mosele Scully, Senior Assistant Registrar
RE: Summer Internships

Recently it has come to our attention that some Bloomington units are advising their students to enroll in internship experiences that do not coincide with the actual time period of the internship itself. Rather, students are registering for the internship after they return to campus and are fully engaged in the classroom again. This practice is in conflict with the long-established policies concerning scheduling and enrollments of student internships.

As a large part of the central mission of the Office of the Registrar is to accurately reflect the student academic record, we reviewed the policies and practices regarding the scheduling and registration of student internships, with special attention to the summer term. Established in 1993, these policies were enacted to achieve consistency across campus units, ensure that the academic record accurately reflects the true chronological career of the student, and to comply with federal regulations regarding disbursement of financial assistance.

We have discovered that not all units follow the established policy. In order to maintain compliance with federal financial aid guidelines, and to truthfully display an accurate record of a student's performance, we want to reiterate these policies:

1. The registration for the internship should be placed in the session during which the external event or experience on which it is based occurs.
2. If the internship takes place during two sessions but most of the internship occurs in one session, then the student should be registered during that session.
3. If the predominant number of days fall outside any session but a portion of the experience occurs during an existing session, then the student should be registered for that session.
4. If the experience or event occurs during all or almost all of two sessions, then the student should be registered for both sessions.

We appreciate your review of your current practices concerning summer internships, and any subsequent modifications necessary of the registration practices of your unit. Questions regarding the scheduling of the courses may be directed to your scheduling officer and our scheduling division personnel managed by Nancy Gambrell (nneedy@indiana.edu). Please contact me for any concerns regarding the policy itself.

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