APPLICATION FOR INTERNSHIP CREDITS

INSTRUCTIONS

STUDENT: This application form is for those students who are performing research OUTSIDE the biology department at NYU and would like to receive research credits.

1. Please make sure that you answered YES to all the question in Part 1 before you apply for Internship credits.

2. Internship credits cannot be offered if you are performing research in a paid position.

3. Internship credit cannot be offered retroactive, or if you have not worked in the lab for less than 3 months.

4. You must have a faculty who has agreed to mentor you on your research project.

5. Discuss with your research mentor your research objectives and how you will be evaluated.

6. You will be responsible for timely submission of your biweekly reports and final paper through Blackboard.

7. Please print information in PART I of the application form and return to dept with other requested material.

8. Attach with the application form a signed in-depth description of your Internship project from your research mentor.

RESEARCH MENTOR:

1. Student’s performing research for Internship credits in your lab should not be in a position where he/she is compensated financially.

2. The student should already have been in your lab for the past 3 months working on a project.

3. On the application form, please indicate the number of credits the student will fulfill.

4. Please include a signed in-depth description of the student project. Please also describe the student’s research objective, his/her responsibilities, and how the student will be evaluated. (Please see explanation in the application form).

4. Please attach an updated CV.

5. Student will be submitting a biweekly report and a research paper based on his/her research project.

6. You will receive the “Grade Form for Internship Credit” toward the end of the semester for grade submission. A report of the student's performance and abilities in the lab will also be required to justify the grade.
APPLICATION FOR AN INTERNSHIP

Internships are designed to permit students to perform field or laboratory research external to NYU under the guidance of an acceptable sponsor. To qualify, the student must have a 3.2 GPA, completed Principles of Biology I & II, Molecular and Cell Biology I & II, and at least two upper-level biology courses other than Independent Study.

PART I (To be Completed by the Student)

Please print or type:

NAME ___________________________ Course Number

ID# ______________________________ Semester/Year ____________

Student Email ______________________ Research Mentor __________

Research Mentor Email: ________________________________

1) Do you currently have a GPA of at least 3.2 for all science and math courses?   ___Yes  ___No

2) Have you taken Molecular and Cell Biology I & II at NYU?   ___Yes  ___No

3) Have you taken two upper-level biology courses?   ___Yes  ___No

If Yes, please list them: ____________________________________________

4) Have you found an internship sponsor external to the Biology Department?   ___Yes  ___No

And have you been working in that lab for the past 3 months?

IF YOU ANSWERED “NO” TO ANY OF THE ABOVE, YOU DO NOT QUALIFY FOR AN INTERNSHIP

NOTE: You must obtain and submit a formal letter from the sponsor with a detailed description of the project you will work on and the method by which you will be evaluated from his or her letterhead. You will be required to submit bi-weekly progress reports and a 25-30 page final paper. Please see attached information for more details.

PART II (For the Research Sponsor)

1) Attach an updated CV and letter of support with description of the student project and how s/he will be evaluated.

2) You must guarantee that you will supply a letter grade (A, A-, B+, B, B-, C+, C, C-, D+, D or F) - please note that pass/fail is NOT an option.

3) Provide the Biology Department with the total number of hours per week and the number of weeks the student will be required to work as an intern:

Number of Hours per Week ___________ Number of Weeks ________________

4) Please circle the number of credits: 2 or 4

A REPORT ON THE RESEARCH PROGRESS WILL BE REQUIRED
(Please see Instructions)

Part III (Approval by the Department)

Assistant Director of Undergraduate Studies ___________________________ Date ____________
Internship in Biology
(V23.0980, 0981)

What is a biology Internship?
Biology internships are designed to permit students to perform field or laboratory research external to the Department of Biology at New York University under the guidance of an acceptable sponsor. To qualify, the student must have successfully completed Principles of Biology I and II, Molecular and Cell Biology I and II and at least two upper level biology courses other than Independent Study. A GPA of 3.2 or higher is also required.

How do I register for Internship in Biology for credit?
You must fill out the application enclosed in this packet. You must register for credit before the onset of the actual internship. There is no possibility of obtaining retroactive credit for internships done in the past. You must be actively working on your research project to receive Internship credits. To receive 4 credits you must agree to work in a lab for 12-15 hours/week.
After you have completed the application and obtained approval for the internship from the Director of Undergraduate Studies, you will be cleared to register for Internship. Summer Internships are not offered.

What Information does my research mentor provide?
(Please inform your research mentor of the following information).
Your research mentor must provide a letter of support. The letter should describe the specific aim(s) of the project you will be working on and what you will be doing to complete the project. Since your research mentor will be providing a portion of your Internship grade, the letter should explain how your progress will be evaluated and by whom. The following are examples of how your research mentor can evaluate your progress, but are not limited to them. (1) Progress in the research project, (2) Overall knowledge of project, (3) Level of participation in lab meetings, (4) Active role in writing the paper for publication.

How is my performance in an internship evaluated?
Grade from your mentor: 50%
Biweekly progress report: 25%
Final paper: 25%

A form will be sent to your internship advisor requesting a grade for the Internship. The grade from your mentor will comprise 50% of the final grade. The remaining 50% is awarded by the Director of Undergraduate Studies and is based on the biweekly progress report and the final paper. Should the need arise, you will need to make an appointment to discuss your work with the Director of Undergraduate Studies.

What is the format of the biweekly progress report?
Submission will be through Blackboard which will have specific dates. In a 15 week semester, all reports are due on the last Friday of the two-week period. All work not submitted on time will be counted as late. More information will be provided through Blackboard. The following is an example of what is required for the Internship.
Week 1: Submission of original or revised proposal. You are to meet with your internship mentor to confirm original proposal or revise the original proposal. A 1-2 page report outlining your research objectives is due at the end of the first week of the semester.

Weeks 2, 4, 6, 8, 10, 12: Submission of bi-weekly progress report.
Week 8: Along with your progress report a draft of your Material and Methods section is due.
Week 12: Along with your progress report a draft of your Introduction and Background is due.

Week 15: A 25-30 page final paper is due the last day of class.

What is the format of the final paper?
There is no single, correct format for the final paper. Articles from The Proceedings of the National Academy of Sciences of the United States of America provide good examples of how to write the paper. In all cases, the paper should contain the following.

Cover Page: This should contain the title of the project, your name, your mentor’s name, and where the work was undertaken.

Abstract: This is a synopsis of the project. It is no more than one double-spaced paged in length.

Introduction and Background: This presents a clear statement of the problem you are investigating, its relevance and sufficient background succinctly describing what is all ready known. This should not encompass a detailed search of the literature.

Materials and Methods: This section describes the materials, equipment and procedures you employed during the course of the project.

Results: This section contains a summary of your findings presented in logical order, written concisely, making judicious use of tables, graphs and figures. All tables, graphs and figures must have a legend associated with them, explaining what they are highlighting and defining all symbols used.

Discussion: This section is where you deal with issues concerning the impact of your findings, their relevance to the field in which you were working and future questions that remain to be addressed.

References
Acknowledgments: This section is used to give special credit to those who gave you assistance with the project.

You should be working with your research mentor on this final paper so that the paper is accurate and can qualify for publication.

When is the final paper due?
A printed copy of the final paper will be due the last day of classes in the semester in which you registered for Internship. You should have your research mentor review this paper prior to submission. The final grade from your mentor is due prior to the end of final exams of the semester. When any of the above materials are missing, an Incomplete (I) will be awarded. It is the rule of the College of Arts and Science that all work needed to finish a course where the I was awarded be completed prior to the end of the subsequent semester in which you are enrolled in the College. Failure to do so results in the I being converted to a grade of F.