

UWW Biology Department Internship Application

Please fill out this form, obtain appropriate signatures and return to the BIOLOGY DEPARTMENT MAIN OFFICE Room 320

Student Name: _____ Student ID: _____

Email: _____ Phone#: _____

Address: _____

Number of credits requested: _____ (1 credit is approx. 15 hours per semester)

Semester of internship: _____ Year of internship: _____

Is this the first internship you have had with Biology, if not, please provide the location, year and number of credits of the past internship: _____

Who is the internship sponsor (company, organization, etc.): _____

Name of internship supervisor, position: _____

Telephone # for supervisor: _____, email: _____

Have the supervisor check this box: I have been provided with a copy of the intern's internship proposal and agree to the internship. YES or NO

Please provide a short note on what is the nature of the internship, your responsibilities, skills and experiences the student will acquire:

Estimate how many hours and when the student will be completing this opportunity?

To complete the internship complete these steps:

- a) Find an internship (you are ultimately responsible for locating, applying and completing the internship).
- b) Fill out this application form, obtain the signature and approval of the supervisor for this internship, return this form to the Biology Main Office (the Departmental ADA will accept this application); the form must be received before the start of the semester if the internship is requested for credit.
- c) Upon receipt of the application, we will give you permission to sign up for Biology 493 (**you will need to sign up for this course in WINS**).
- d) Keep weekly notes documenting activities at the internship. Upon completion of the internship, write a one-page retrospective on the internship. Describe what you did and how it will be useful to your future career and education. Submit this within two weeks of the semester end date (semester you are requesting credit). This retrospective should be sent to the Biology Main Office ADA.
- e) The final step in the internship will be to complete the internship evaluation, a link will be provided when your retrospective is received. Biology will send an evaluation of your performance to the internship supervisor for our own assessment purposes.
- f) Your internship will show up as a Bio 493 in your AAR.

Note: you must be a student at the UWW to conduct this internship.