

*Internship – Department of Biology*

**Student Internship Checklist**

**Suggested Steps Before Internship:**

Looking for an internship opportunity takes time. These are some steps to help you get started.

**\_\_\_** Discuss with your academic advisor if an internship is right for you and would it benefit your degree and future goals. Any further questions, please contact the internship course coordinator Marie M. Lau (mmlau@loyola.edu)

 **Things to consider:**

* Are you at junior/senior status? The internship courses are only open to juniors and seniors.

Which semester are you interested in completing an internship? Will you have enough credit space? The Internship course counts as a one 3-credit internship biology elective; a second can count as a free elective; any beyond those two do not count towards graduation requirements.

* Before you can register for the internship course, you must be accepted/hired for your position. You may register for the internship courses up until the end of drop/add period each semester.
* ~140 hours per semester is the minimum internship time requirement. Would you be able to commit ~10 hrs/week to your internship?
* If you obtain a position, do you have transportation to and from your internship site? Will parking at the internship site be an issue for you? Some sites may require payment to park.

**\_\_\_** Are you currently participating in an internship or working in your career interest field? If not, browse the department’s websites for internship/job opportunities. Possible internships can include volunteering, paid work, shadowing, and research. You can also find opportunities through job postings, our Career Center, or from your other networks (Handshake, LinkedIn, Indeed, and individual companies’ websites).

 Health Related:

 <https://www.loyola.edu/academics/pre-health/build-experience/service-volunteering.html>

 Science/Biology Related:

 <https://www.loyola.edu/academics/biology/student-opportunities/>

**\_\_\_** Apply for you internship/job opportunities. Have your resume and/or cover letter ready for the application process.

**\_\_\_** Secure/obtain your position for the internship.

 **Things to consider:**

* When is your start date?
* Who is your on-site supervisor, boss, lead?
* How many total hours will you be working per week?

**\_\_\_** Receive authorization to register for the internship course (BL399 or BL400). Send an email to your academic advisor and/or internship course coordinator (Marie M. Lau) mmlau@loyola.edu indicating you have an internship position and ready to register.

**\_\_\_** Register for the course through Self-Service (Fall & Spring semesters). Summer semesters require a Specialized Study Form for registration through AASC.

**During your Internship:**

**\_\_\_** Regular communication with your course instructor and advisors is key. Communicate any concerns, questions, advice, and progress about your internship.

**\_\_\_** Complete course requirements.

 **Requirements:**

1. Personalized project plan
2. 2 progress reports/reflections. Keep a weekly journal of your hours completed and responsibilities of your position. This will be helpful in writing your reflection/report.
3. Mid-term and Final Supervisor/Employer Evaluations
4. Project Turn-In
5. Presentation of your Experience

**\_\_\_** At the end of your internship, write thank-you note/s and personally communicate appreciation for the

opportunity to be an intern at the internship site with the supervisor and all senior management if available, as well as others who have been a help to you.