



**KENNESAW STATE
UNIVERSITY**

SYLLABUS

COLLEGE OF SCIENCE AND MATHEMATICS

DEPARTMENTS OF MOLECULAR AND CELLULAR BIOLOGY AND ECOLOGY, EVOLUTION
AND ORGANISMAL BIOLOGY

BIOL 4402: RESEARCH INTERNSHIP

SPRING 2023

Course Information

Class meeting time: TBD

Credit Hours Requested: (1 – 4, depending on weekly time commitment)

Modality: Face to face at an off-campus site

Location:

Site Supervisor & contact information:

Project title:

Syllabus is posted in D2L

Instructor Information

KSU Instructor/Internship Coordinator:

Email:

Office location:

Office phone:

Office hours:

Online Course Materials: D2L Brightspace at <https://kennesaw.view.usg.edu/d2l>

Course Description (from the KSU Undergraduate Catalog)

BIOL 4402: Research Internship. 0 Class Hours; 3 – 12 Laboratory Hours; 1 – 4 Credit Hours *Prerequisite: (BIOL 3300 and BIOL 3300L) and two BIOL 3000/4000 level biology lab courses; approval of the internship coordinator and Biology department chair prior to registration.*

This course is a supervised, credit-earning research-based experience of one academic semester with an approved business firm, private agency, or government agency. The experience is academic in nature and students will learn to collect and/or manipulate scientific data to produce an academic presentation. The preparation of a research proposal prior to the experience is required.

Additional Notes: Research Internship is an upper-level biology elective. Additional prerequisites that are not stated in the course description above include 1) site supervisor approval, 2) approval of a written research plan/proposal by the KSU instructor/internship coordinator and the Career Internship & Advisor (for the College of Science and Mathematics) in the Department of Career Planning and Development, and 3) a required GPA of >3.0, the latter being a University requirement. The student will be expected to fulfill a weekly three-hour commitment in the lab and/or field per credit hour scheduled. During their time at the host site, the student will have one-on-one training with one or more individuals to learn and practice specific techniques and data-gathering approaches. Additionally, the student will be expected to complete projects independently as directed by the host site supervisor, complete any required safety training, and follow safety and security guidelines at their respective research site.

Course Materials

Required Texts: none

Technology requirements: as determined by the research host

Other Materials: D2L Brightspace

Learning Outcomes

1. Content based outcome: Students will articulate how their research study makes a contribution to their academic field.
2. Skill-based outcomes: Students will develop a hypothesis, design a study to test it, and/or conduct an experiment(s); Students will analyze, synthesize, organize, and interpret data from their research study.
3. Disciplinary, Professional & Self-Identity Outcomes:
 - Students will **cite meaningful and valuable connections** of their experiences to their overall educational preparation.
 - Students will **gain new insights on the connectedness and integration** of the academic preparation of their disciplines of study to the applied settings of their experiences.
 - Students will **build upon prior knowledge and experiences to respond effectively** to the new and challenging demands of their internship setting.
 - Students will **demonstrate growth** in professional and personal core values and sense of self as a result of their research experience.

Course Requirements and Assignments

1. **Host Site Attendance and Participation (60% of the overall course grade):** As this is an experience at an off-campus business or agency that has agreed to provide a research experience through participation on an individual project(s) or a team project(s), it is vital to be punctual, dependable, and give your best performance at all

times. During your time at the host site, it is expected that you will have one-on-one training with one or more individuals to learn and practice specific techniques and data-gathering approaches, as well as complete any required safety training and follow safety and security guidelines. Additionally, you will be expected to complete projects independently as directed by the host site supervisor. Upon completion of the internship, I will receive a copy of your supervisor's report on your performance. They will be evaluating you across several key aspects (leadership, oral and written communication, organization, creativity, critical thinking and problem-solving, teamwork, and technical competence). This evaluation will serve as 60% of your overall grade for the semester.

- 2. A presentation or discussion of completed work with peers or experts in the field (10% of the overall course grade):** You can discuss or present your research activity and results with peers here at KSU, the host site, or at a regional or national meeting. This is to be completed on or before the last day of classes (May 1, 2023). The presentation is typically in the form of a lab meeting(s), a poster, or a formal talk.
- 3. Required Meetings With The Instructor, Dr. Vogeliën (5% of the overall course grade):** You will be expected to set up three meetings with the instructor during the semester to discuss your internship and the associated assignments. The first meeting should be scheduled during or shortly after the first week of classes. The second meeting should be scheduled mid-term, and the final meeting should be scheduled in the week prior to the end of the academic term. The student is welcome to schedule additional meetings with the instructor also to discuss questions and concerns that arise.
- 4. Reflective Assignments (25% of the overall course grade):** These assignments ask you about aspects of your internship and how these contributed to your personal growth, your academic growth, and your professional growth. These assignments include:
 - a.** Tri-weekly self-reflective assignments throughout the semester (5 in total) that provide a summary and self-reflection of the activities and experiences that took place over the course of the week. Each assignment consists of a set of guided questions. These will be turned in through D2L and graded by the instructor. Collectively, these weekly assignments account for 15% of your overall course grade. Note: These assignments are designed to prepare the student for the university requirement of a student reflection essay (item **b** below).
 - b.** A final student reflection essay (10% of your overall course grade); due on or before the last day of the final exam period – May 8, 2023); for more details about what goes the final student reflection and how it will be graded, please see the appropriate instructions on D2L.

Evaluation and Grading Policies

The grade for this course is based on completion of the following items:

1. 60% - On-site supervisor's evaluation of your attendance and performance (received by the last day of the semester; see item 1 in the above section)
2. 10% - Presentation to/discussion with peers and experts in the field on completed work (see item 2 in the above section)
3. 5% - Meetings (three) with instructor (see item 3 in the above section)
4. 15% - Weekly self-reflection assignments (see item 4a in the above section)
5. 10% - Final student reflection (see item 4b in the above section)

NOTE: Failure to complete an item by the due date will result in a grade of '0' for that item. Please see the instructor immediately if an extension is needed.

GRADING SCALE:

A	>90%
B	80-89%
C	70-79%
D	60-69%
F	<60%

Course Policies

Attendance: During a 15-week academic term (fall or spring semesters), the student will be expected to fulfill a weekly three-hour commitment in the laboratory and/or at the field site *per credit hour* scheduled. During the 8-week summer term, the student will be expected to fulfill a weekly six-hour commitment in the laboratory and/or field site *per credit hour* scheduled. The final schedule (days and times) for this commitment is determined by the internship site supervisor upon discussion with the student.

Late Penalties: Failure to complete and/or submit items 2 – 5 by the deadlines given at the course website and in the Course Schedule at the end of this syllabus may result in a grade of '0' for that item. Please see the instructor immediately if an extension is needed.

Institutional Policies

KSU Course Withdrawal Policy: The last date to **withdraw without academic penalty is Tuesday, March 14th**. The last day to **withdraw for the term with a WF is Tuesday, April 25th**. Students who officially withdraw from courses before the last day to withdraw without academic penalty will receive a grade of "W" and receive no credit. Students who officially withdraw after the last day to withdraw without academic penalty and before the last week of classes during the semester or who have exceeded the maximum number of withdrawals will

receive a grade of “WF,” which will be counted as an “F” in the calculation of their grade point average. Please make sure you have read the withdrawal policy (<http://bit.ly/1fiU4O5>) before making your final decision.

KSU Reasonable Accommodations Policy: Students with qualifying disabilities under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act who require “reasonable accommodation(s)” to complete the course may request those from Office of Student Disability Services. Students requiring such accommodations are required to work with the University’s Office of Student Disability Services rather than engaging in this discussion with individual faculty members or academic departments. No requirements exist that accommodations be made prior to completion of this approved University documentation. If, after reviewing the course syllabus, a student anticipates or should have anticipated a need for accommodation, he or she must submit documentation requesting an accommodation and permitting time for a determination prior to submitting assignments or taking course quizzes or exams. Students may not request retroactive accommodation for needs that were or should have been foreseeable. Students should contact the office as soon as possible in the term for which they are seeking accommodations. Student Disability Services is located in the Carmichael Student Center in Suite 267 on the Kennesaw campus or Building A in Suite 160G on the Marietta campus. Please visit the [Student Disabilities Services website](#) for more information or call the office at 470-578-2666 (Kennesaw campus) or 470-578-9111 (Marietta campus).

KSU Academic Integrity Statement:

Every KSU student is responsible for upholding the provisions of the [Student Code of Conduct](#), as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the university’s policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an “informal” resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct’s minimum one semester suspension requirement.

Additional institutional policies can be found at: [Federal, BOR, & KSU Course Syllabus Policies](#) .

KSU Student Resources

This link contains information on help and resources available to students: [KSU Student Resources](#)

Course Schedule

Tentative Schedule of Due Dates

Week 1	(date)	Meeting 1 of 3 with Dr. Vogelien; begin the research experience at the host site;
Week 3*	(date)	Self-Reflection #1 due
Week 6*	(date)	Self-Reflection #2 due
Week 7	(date)	Meeting 2 of 3 with Dr. Vogelien
Week 9*	(date)	Self-Reflection #3 due
Week 12*	(date)	Self-Reflection #4 due
Week 14	(date)	Meeting 3 of 3 with Dr. Vogelien
Week 15*	(date)	Self-Reflection #5 due
Week 15	(date for last day of classes)	<ul style="list-style-type: none"> • Last day for the discussion or presentation to peers or experts in the field • Last day for receipt of host supervisor evaluation
Final Exam Period	(date)	• Last day for submission of final student reflection**
Grade Is Due	(date)	Grade is due in Owl Express by noon on the date given.

*Regular tri-weekly Self-reflection Assignments are due by 11:59 PM in D2L.

** Final Self-Reflection is due by 11:59 PM.