Course Description

Number and Title:

BIOL 3222--Biology Internship and/or Cooperative Education

Credit Hours:

3.0 semester credit hours

Catalog Description:

Internship program for selected students who perform supervised scientific work in conjunction with professionals at area research institutions or other appropriate sites.

Course Prerequisites:

BIOL 1108/1108L

Notebook Computer Requirement:

Each Clayton State University student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Students will sign a statement attesting to such access. For further information on Clayton State University's Official...
Notebook Computer Policy, please go to http://itpchoice.clayton.edu/policy.htm.

Computer Skill Prerequisites:

- Able to use the Windows\textsuperscript{TM} operating system.
- Able to use a the Microsoft Word\textsuperscript{TM} word processing program.
- Able to send and receive e-mail using the Outlook\textsuperscript{TM} or Outlook Express\textsuperscript{TM} program.
- Able to use a Web browser.

In-class Use of Student Notebook Computers:

Student notebook computers will not be used in the classroom. Computers will be required to access course materials and to communicate with your instructor.

Course Objectives:

- To gain career-enhancing experience in a pertinent workplace or volunteer site.

Student Learning Outcomes:

Student learning objectives are to be agreed upon by the student, site coordinator, and faculty advisor. They must be listed on the Experiential Learning Agreement, available from the Clayton State University Center for Experiential Learning.

Instructor Information:

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Office: Natural & Behavioral Sciences 154
Requirements:

All students must do the following:

- Obtain permission from their faculty advisor to enroll in BIOL 3222.
- Seek out an appropriate volunteer site or workplace which can serve as the setting for an internship with biological relevance.
- File the appropriate paperwork with the Office of Experiential Education. These would include, but are not limited to:
  - Experiential Learning Agreement Form
  - BIOL 3222 Registration Request Form
  - Any additional contracts or paperwork as required by the site supervisor or site
  - This should preferably be done at least one week before the beginning of the semester, but MUST be done by Wednesday of the first week of classes.
- Arrange appropriate weekly hours with the site supervisor.
- Email, phone, or stop by the advisor's office weekly in order to maintain constant contact.

Grading:

Your final grade will be determined by the faculty coordinator and the site supervisor. The grade will be assigned by the coordinator for BIOL 3222 (Pass/Fail only).

Course Policies:

Students must abide by policies in the Clayton State University Student Handbook, and the Basic Undergraduate Student Responsibilities.

Absences must also be accompanied by a signed physician's or judge's excuse (**there are no exceptions**). Without an excuse provided within one week, a grade of zero points will be assigned for the missed assessment. If the student does have a valid excuse the next quiz or exam will be doubled to make up for the missed one, unless it is a final exam, in which case a makeup will be administered.

Visitors (friends, children, etc.) are strictly prohibited from attending without the permission of the instructor and site supervisor.

No smoking, eating or drinking is permitted at any time at the site.
Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the Office of Student Life/Judicial Affairs. Judicial procedures are described at http://adminservices.clayton.edu/studentlife/judicial_affairs.htm.

Changes or additions to this syllabus, including reading, exam schedule, grading, and course policies can be made at the discretion of the instructor at any time.

Last update: August 05, 2010