# Logo  Description automatically generatedProfessional Science Master’s Program in

**Biomedical Sciences and Biotechnology**

##  BSBT INTERNSHIP PLAN

The Biomedical Sciences and Biotechnology (BSBT) Internship program provides a bridge between academic training and professional practice, offering students the opportunity to apply their classroom knowledge in professional settings while continuing to learn through hands-on experience. This experiential learning opportunity reinforces academic concepts and allows students to build their professional network, develop leadership abilities, enhance their communication skills, and gain valuable insights into their chosen career path in biomedical sciences and biotechnology.

The purpose of this document is to create an Internship Plan, which should be created in collaboration between the Intern, Mentor, and BSBT Internship Course Director. The Internship Plan establishes a clear framework for the Internship, ensuring alignment between the Intern’s academic goals, the Mentor’s project goals, and the professional development opportunities provided by the internship site. By carefully documenting these elements upfront, the internship plan helps maximize the educational value of the experience while ensuring that both the Intern and the mentor organization benefit from this professional partnership.

*NOTE: Interns* ***ARE NOT*** *permitted to sign any documents, such as NDAs without prior approval by the Internship Course Director.*

**BSBT INTERN INFORMATION:** (please type or print)

|  |  |
| --- | --- |
| Intern name |       |
| Intern email address |       |
| Graduate program |       |
| Current program GPA |       |
| Anticipated semester of graduation |       |

## INTERNSHIP MENTOR AND SITE: (please type or print)

|  |  |
| --- | --- |
| Primary Mentor name |       |
| Mentor email address |       |
| Mentor organization/company |       |
| Mentor’s role in organization |       |
| Organization address |       |
| Address of internship site (if different than above) |       |

## INTERNSHIP TIMEFRAME AND LOGISTICS:

BSBT-GEN students are required to earn at least 3 credits in Internship as a graduation requirement. **To earn 3 credits, interns must work for 150 hours in their internship** (not including time spent preparing the Internship Written Report and Oral Presentation). Interns who work more hours can earn an additional 1 credit for every 40 hours worked (6 credits/270 hours maximum).

|  |  |
| --- | --- |
| Approximate dates of internship |       |
| Semester |       |
| Anticipated number of credits |       |
| Estimated hours per week |       |
| Internship format |  [ ]  In-person [ ]  Hybrid [ ]  Remote |
| Will the Intern be paid? | Paid internship? [ ]  Yes [ ]  NoIf yes, hourly pay:       |

|  |
| --- |
| INTERNSHIP PLAN: PROJECT PROPOSAL AND LEARNING GOALS |

## On the following pages, specify the Internship Plan by describing the Internship Project Proposal and Learning Goals. The Intern should write both the Project Proposal and Learning Goals, with input from the Mentor.

## The Internship Project Proposal should be NO MORE than 1 page, single-spaced. This should be written by the Intern, with input and guidance from the Mentor. The Internship Project Proposal must include:

## A brief background that broadly describes the Mentor’s research program or company/organization mission.

## The significance of the project. What knowledge gap or need does your project address, and why does it matter?

## Either a hypothesis that will be tested OR a problem that will be addressed during the project.

## A brief description of the proposed approach. W methods will be used to test the hypothesis or solve the problem?

## The expected deliverables for the internship. If all goes well, what will the Intern complete by the end of the project?

## How the internship will build upon your BSBT coursework and advance your learning. Describe specific concepts, skills, or knowledge from your courses that you will apply and expand during this internship.

## Learning Goals are the new skills and knowledge the Intern wants to learn through hands-on experience during the Internship. There must be at least three specific Learning Goals that describe what the Intern will learn during the Internship. This should be written by the Intern, with input and guidance from the Mentor. The Learning Goals must include:

## At least one scientific or academic goal that builds upon and/or extends knowledge and skills from BSBT coursework.

## At least one career or professional development goal that focuses on building essential transferable, professional skills. These goals should develop important career skills that may not have been directly covered in BSBT coursework.

## A one-sentence description of how the Mentor will support the Intern in achieving each learning goal (such as what resources/training will be provided, how progress will be measured, etc)

## Please write your Internship Goals on the following pages.

|  |
| --- |
| INTERNSHIP PLAN: INTERNSHIP PROJECT PROPOSAL  |

## *Write the Internship Project Proposal here.*

## *This should be NO MORE than 1 page, single-spaced, including references.*

|  |
| --- |
| INTERNSHIP PLAN: LEARNING GOALS |

Please describe each learning goal below.

Each goal should follow the SMART framework:

***S****pecific – Clearly define what the Intern wants to learn.*

***M****easurable – How will you know the intern has successfully learned or achieved the goal?*

***A****chievable – The learning goal is realistic to achieve within the Internship.*

***R****elevant – The goal is aligned with BSBT coursework and/or the Intern’s career aspirations.*

***T****imebound – The goal should be accomplished by the end of the Internship.*

|  |  |
| --- | --- |
| **Goal #1:**  |       |
| Type of goal: | [ ]  Scientific/Academic [ ]  Professional Development |
| Mentor supports for this goal: |       |

|  |  |
| --- | --- |
| **Goal #2:**  |       |
| Type of goal: | [ ]  Scientific/Academic [ ]  Professional Development |
| Mentor supports for this goal: |       |

|  |  |
| --- | --- |
| **Goal #3:**  |       |
| Type of goal: | [ ]  Scientific/Academic [ ]  Professional Development |
| Mentor supports for this goal: |       |

**INTERNSHIP AGREEMENT:**

By signing below, I acknowledge that I have read and agree to the internship goals, expectations, and commitments outlined in this plan. I understand my role and responsibilities in ensuring a successful internship experience.

**Intern**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Print name: \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Print name: \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internship Course Director**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Print name: \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_