



# Faculty/Student Internship Guide

Provided by the Career and Internship Coordinator  
Science and Pre-Health  
Florida Southern College

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## What is an Internship?

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An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. - *National Association of Colleges and Employers (NACE)*

Students are seeking internships that allow them to build professional experience in their field of interest, test

## Learning Outcomes

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At the conclusion of the internship students should be able to:

Articulate how the internship experience relates to the classroom.

Apply concepts learned in the classroom to the internship setting.

Integrate and synthesize knowledge from diverse disciplines, courses and areas of experience to enhance their classroom education.

Critically assess primary scientific papers related to the internship area of interest.

Utilize technology in reviewing the scientific literature, obtaining current information, and accessing databases.

Develop appropriate workplace behaviors and attitudes.

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## Eligibility

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All Chemistry and Biology major are required abide by the regulations found in this document when participating in an internship experience, regardless of whether the internship is b



## Internship Approval

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All Chemistry and Biology major participating in an internship experience are required abide by the approval steps, regardless of whether the internship is being sought for academic credit or not.

All steps below must be completed PRIOR to the start of the semester:

1. Review the Eligibility and Responsibility Information for Internships
2. Obtain a qualifying internship
  - a. See the FSC Career and Internship coordinator if you need assistance
  - b. Confirm your job responsibilities, working hours, pay (if applicable) with the Internship Coordinator
3. Fill out the Internship Agreement
4. If seeking academic credit for your internship, meet with your Faculty Advisor to obtain their signatures on the Internship Agreement. If not seeking academic credit, skip to #5
  - a. Ensure that you review the learning outcomes and internship goals for the experience with your faculty advisor
5. Obtain a signature from your Department Chair
6. Send the completed Internship Agreement to the Internship Supervisor to review, sign, and return
  - a. The Internship Supervisor is able to complete the form and return all of the following ways: 1) digitally sign and email back to the student, 2) print, sign, scan, and email back to the student, 3) print, sign, and fax to the student.
7. Scan and email a copy of the final agreement, signed by all parties, to the FSC Career and Internship Coordinator (lalbaum@flsouthern.edu)
8. If seeking academic credit for your internship, ensure your faculty advisor registered you for the correct course (Biology students: BIO 4960 for Fall or Summer C and BIO 4961 for Spring; Chemistry students: CHE 4960) during registration

## At the Culmination of the Internship Experience

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1. Present at the Science and Pre-Health Internship Showcase, or other venue as dictated by your Faculty Advisor
2. Complete all requirements assigned by your Faculty Advisor and/or department
3. Complete the FSC Post-Internship Survey (this online survey will be emailed to you from Institutional Research and/or the Career and Internship Coordinator at the end of the semester)
4. Encourage the Internship Coordinator to complete the Evaluation of the Student and send to the Faculty Advisor and FSC Career and Internship Coordinator (form can be found on the website and provided by the FSC Career and Internship Coordinator)