**BOT 410 INTERNSHIP APPROVAL FORM**

**OSU Department of Botany & Plant Pathology**

**Student:**

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**Internship Site and Supervisor:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name and Title of Internship Supervisor E-mail

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**Description of project and intern expectations:**

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Project Period (start and end dates) Work hours per week Total hours or weeks of work

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Term(s) you will enroll in BOT410? Type of report or project—see Internship Form Instructions

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Number of credits you wish to take (**by term if more than one**) **\***

**\* Each credit must represent 30 hours of work (i.e. 3 hours a week for a 10-week term)**

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Supervisor’s Signature Date Student Signature Date

**Approval Required (Leave this form with Kimberly Callahan in Cordley 2503 or** [**kimberly.callahan@oregonstate.edu**](mailto:kimberly.callahan@oregonstate.edu)**; she will get lead advisor to sign-off on it and will issue the registration override):**

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BPP Lead Advisor Signature to Approve Date BPP Override issued

**BOT 410 INTERNSHIP INSTRUCTIONS**

**OSU Department of Botany & Plant Pathology**

Internships or volunteering provide a way for students to gain experience and skills working in the private sector, government, non-governmental organizations (NGO), or other areas. Credit can be awarded to students involved in academically-relevant and approved internship experiences.OSU course credit is not required to participate in an internship and many students do not seek credit. Students who elect to seek credit incur regular tuition costs, and students are assigned credit based on the number of hours involved with a project. As with other courses, one hour of credit represents 30 hours of focused academic work (three hours a week for 10 weeks). Credit is not awarded retroactively, so students should get the form signed **before** undertaking an internship for which they want credit. Internship credit is graded on a pass/no pass basis and is designed to achieve the following outcomes:

* Exploration of academic areas and careers in the plant sciences.
* Development of new scientific skills and methods and/or application of scientific skills and methods learned in courses.
* Development of written, verbal and/or interpersonal skills in a professional environment.

**To register and receive credit for an internship, students must complete steps 1-5:**

1. **Identify an internship:** It is the student’s responsibility to find an internship that is appropriate to her/his interests, knowledge, skills, educational objectives, and schedule. Not all internships will be appropriate for BOT 410 credit.
2. **Obtain Approval:** Students must complete and submit this form no later than the beginning of the term in which the internship takes place. Submit the form then she will give it to the departmental lead advisor for review and approval.
3. **Register:** If approved, a computer authorization will be submitted and you will be contacted by email to register. After receiving notification, register for the approved number of credits.
4. **Choose an assignment:** An assignment is required and must include:
   1. One paragraph explaining the internship project to a non-science major including description of the project and the outcome(s). If the project is research-based, the description should also include the research questions and hypotheses **and**
   2. One paragraph explaining what you learned about the area of plant science in which you worked and how the internship has influenced your career goals **and**
   3. One of four options for the last section of the assignment:
      1. A DETAILED journal of internship activities and hours worked.
      2. A report, paper or poster produced as a result of the project.
      3. A digital exhibit (webpages, video or other format) that introduces a viewer to the project; this type of product must be agreed upon by the student, employer, and head advisor prior to registering for internship credit.
      4. A paper (five to ten double-spaced, typed pages) describing the internship and accomplishments.
5. **Written Evaluation:** Have your supervisor submit the BOT 410 Internship Supervisor Evaluation

**Due:** The assignment and the evaluation are both due the **Friday of dead week (10th week) in the term you are registered for BOT 406. If you are graduating at the end of the term, the report must be submitted by the Friday of the 8th week.** Materials will be forwarded to the BPP Lead Advisor, who will issue grades after reviewing the assignment and evaluation.

**Submit form and reports to Cordley 2503 (Botany & Plant Pathology Department Office) or email to:** [kimberly.callahan@oregonstate.edu](mailto:melanie.link-perez@oregonstate.edu)