

# SOLS (BIO/MIC/MBB/HPS) 484: Internship

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## Course and Faculty Information

**Course Description:** Structured practical experience following a contract or plan, supervised by faculty and practitioners.

**Credits:** 1-6; Select at enrollment; credit hours are based on 45 hours of work per credit throughout the term (not calculated by the week).

- 45 hours = 1 credit
- 90 hours = 2 credits
- 135 hours = 3 credits
- 180 hours = 4 credits
- 225 hours = 5 credits
- 270 hours = 6 credits

**Credit hours are earned based on the number of hours worked at the internship site; your letter grade is earned based on the scores of your weekly assignments.**

In case you signed up for the class with the default 1 credit and want to change it: from your home screen (My ASU) click "view my schedule". That screen has an option to "edit". It is in this edit page you are able to pick the desired units. Let me know if you have any questions on this.

**Prerequisites:** Permission from instructor

### Instructors:

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**Office Hours:** By appointment through the SOLS Undergraduate Advising Department: <https://sols.asu.edu/student-life/advising>

## Course Learning Objectives

This course is an individualized learning experience, where students participate in internships related to the life sciences. As a result of this course and internship experience, the student will be able to ...

- Identify competencies to develop career readiness
- Gain insight into potential career paths
- Learn about the industry in which the internship organization resides, organizational structure, and roles and responsibilities within that structure
- Develop professional connections; identify a strategy for maintaining connections
- Reflect on the internship experience:
  - Articulate what was learned and how this contributes to your professional development
  - Identify and develop strategies and skills to overcome challenges in the workplace, which might include learning a new technology, developing a broader network, additional coursework, etc.
  - Articulate goals for the future and strategies to achieve them
- Evaluate potential career opportunities through experiential learning

## Course Access

Your ASU courses can be accessed by both [my.asu.edu](http://my.asu.edu) and [myasucourses.asu.edu](http://myasucourses.asu.edu); bookmark both in the event that one site is down.

## Computer Requirements

This is a fully online course; therefore, it requires a computer with internet access and the following technologies:

- Web browsers ([Chrome](#), [Mozilla Firefox](#), or [Safari](#))
- [Adobe Acrobat Reader](#) (free)
- Webcam, microphone, headset/earbuds, and speaker
- Microsoft Office ([Microsoft 365 is free](#) for all currently-enrolled ASU students)
- Reliable broadband internet connection (DSL or cable) to stream videos.

*Note:* A smartphone, iPad, Chromebook, etc. will not be sufficient for completing your work in ASU Online courses. While you will be able to access course content with mobile devices, you must use a computer for all assignments, quizzes, and virtual labs.

## Help

For technical support, use the Help icon in the black global navigation menu in your Canvas course or call the ASU Help Desk at 1+(855) 278-5080. Representatives are available to assist you 24 hours a day, 7 days a week.

## Student Success

To be successful:

- check the course daily
- read announcements
- read and respond to course email messages as needed
- complete assignments by the due dates specified
- communicate regularly with your instructor and peers
- create a study and/or assignment schedule to stay on track
- access [ASU Online Student Resources](#)

## Grading

Your grade will be determined based on the following grading schema:

Final Grade Conversion Table:

| Grade | Percentage |
|-------|------------|
| A+    | 100% - 97% |
| A     | <97-94%    |
| A-    | <94-90%    |
| B+    | <90-87%    |
| B     | <87-84%    |
| B-    | <84-80%    |
| C+    | <80-77%    |
| C     | <77-70%    |

|   |         |
|---|---------|
| D | <70-60% |
| E | <60%    |

The assignments have rubrics; we encourage the students to review those ahead of time to understand how we will evaluate and grade assignments.

## Submitting Assignments

All assignments, unless otherwise announced, **MUST** be submitted to the designated area of Canvas. Do not submit an assignment via email.

Assignment due dates follow Arizona Standard time. Click the following link to access the [Time Converter](#) to ensure you account for the difference in Time Zones. Note: Arizona does not observe daylight savings time.

Weekly timesheets are due every Monday by 11:59 PM **whether or not you worked the previous week. Check the box on the Google form "I did not work this week".**

**Any late assignment, will automatically incur a 2 point deduction.** If you are ill or have extraordinary circumstances, please communicate with your instructor prior to the due date. We are flexible and want you to be successful!

## Grading Procedure

Grades reflect your performance on weekly assignments and adherence to deadlines as specified on the course shell.

**The number of hours you work determines how many credit hours you earn; your performance on assignments will determine your letter grade.**

## Late or Missed Assignments

Notify the instructor **BEFORE** an assignment is due if an urgent situation arises and you are unable to submit the assignment on time. **Any late assignment, will automatically incur a 2 point deduction.**

Follow the appropriate University policies to request an [accommodation for religious practices](#) or to accommodate a missed assignment [due to University-sanctioned activities](#).

## Communicating With the Instructors

### Community Forum

This course uses a discussion topic called "Community Forum" for general questions and comments about the course. Prior to posting a question or comment, check the syllabus, announcements, and existing posts to ensure it's not redundant. You are encouraged to respond to the questions of your classmates.

Email questions of a personal nature to your instructor. You can expect a response within 72 hours.

### Chat

The Chat tool in Canvas allows students and teachers to interact in real time. Use Chat only for informal course-related conversations unless your instructor informs you otherwise. Chat is not ideal for questions about assignments; instructors are not required to monitor it and conversations may be buried or lost.

### Email

ASU email is an [official means of communication](#) among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly.

***All instructor correspondence will be sent to your ASU email account.***

## ASU Online Course Policies

View the [ASU Online Course Policies](#)

## Accessibility Statements

View the [ASU Online Student Accessibility](#) page to review accessibility statements for common tools and resources used in ASU Online courses.

If any other tools are used in this course, links to the accessibility statements will be listed below this sentence.

## **Academic Integrity**

<http://provost.asu.edu/academicintegrity>

## **Syllabus Disclaimer**

The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. Remember to check your ASU email and the course site often.