

### **Biology credit for IE3 internships**

IE3 Internships that have a significant biological component may be authorized for BI 409 Practicum credit. Please note that though BI 409 credits can be applied toward the 62 upper division credits required by U of O to graduate, they cannot be applied toward the 44 upper division credits required to complete the Biology major.

### **What Steps Do I Follow to get Biology Internship/Practicum Credit for my IE3 Experience?**

#### **Before you leave:**

1. Come see either Pat Lombardi ([lombardi@uoregon.edu](mailto:lombardi@uoregon.edu)) or Jana Prikryl ([jprikryl@uoregon.edu](mailto:jprikryl@uoregon.edu)) in the biology advising office (KLA 73) to fill out the "IE3 credit agreement form" (available in your UO study abroad online application). Be prepared to discuss your internship plans, including how many work hours are included in the internship. Whoever signs this form will be your departmental contact for the internship and the person with whom you should correspond in the future.
2. Submit the IE3 Credit Agreement form to the Study Abroad Programs in 333 Oregon Hall. Note: Study Abroad Programs staff will register you for your credits- you will not register yourself on DuckWeb.
3. Send an email to your departmental contact with the below information prior to departure:
  - Your name
  - Student ID #
  - An emergency contact number
  - Supervisor's contact name, phone, and e-mail
  - The site address where you'll be working
  - The estimated number of hours per week you'll be working.
  - A paragraph discussing exactly what you'll be doing.

Note that for every 30 work hours, you'll receive 1 credit of BI 409, Practicum (up to 12 credits).

#### **During your internship:**

5. Keep a weekly log/journal of your activities on the job. You will not need to turn this in, but we may ask to see it and it will be useful in writing your final abstract.

#### **After the internship, but before finals week:**

6. Submit a 1-2 page abstract summarizing your activities and experiences to Pat or Jana by electronic mail. You should submit this abstract by the week before final exams ( $\leq 5$  pm, Friday of "Dead" Week during the regular academic year, or by 5 pm of Week 8 during the summer session). We keep your abstract on file so that students who desire to pursue the same or a similar experience can get an idea of what it's like. Also, we use your feedback and communication with the supervisor in evaluating the internship/practicum/research experience for the future.

**Please Note:** Your departmental supervisor will assign your grade (P/NP) after you've completed the internship and submitted the required information. It is your responsibility to provide the information on this form in a timely manner. You will not be reminded to do so. If your internship is split across terms at U of O (e.g., semester vs. quarter or extended summer program), you may be issued an Incomplete (I) until your work is fully completed. At U of O, one calendar year from the time of issuing an Incomplete is allowed for make-up. If make-up is not completed during this time frame, an "I" is automatically changed to a non-passing grade. If you have questions about any of the above information, please contact us in the Biology Advising Center: [bioadv@uoregon.edu](mailto:bioadv@uoregon.edu) (phone: 541-346-4525).