

INTERNSHIPS

If you wish to receive academic credit for work-related experiences *outside* of Miami University (e.g. research laboratories, consulting firms, zoos, museums, industrial laboratories, government agencies), you can enroll in BIO 340 (Internship) for credit. If you only want Experiential Learning credit instead of biology hours for the major, you can sign up for 0 credit hours of Bio 340 and it will still count for EL.

Be aware that Miami University WILL charge you tuition for any BIO 340 credit hours you earn off-campus during summer or winter terms. You will NOT be charged if you register for 0 hours of credit.

To receive credit, you must:

1. Arrange for a faculty sponsor. You should look through the list of faculty (<https://www.miamioh.edu/cas/academics/departments/biology/research/research-areas/index.html>) and their research to find a suitable sponsor and then contact that person directly to set up a meeting. If they agree to be your sponsor, you will sign a letter of agreement with them specifying what you will submit to your mentor as an academic product, such as written reports or papers, a journal of your work, etc. The amount of written work will depend on how many credits you are signing up for; if you are doing BIO 340 for 0 credits, you do not need an academic product.
2. Develop a learning plan for the internship. This learning plan will later be uploaded into the online form via Handshake (see Part 3 below). The template for the learning plan must be downloaded, completed and signed by the student and faculty mentor.
3. Complete an online form, whether the internship is paid, unpaid, credit or non-credit. A learning plan and the name of your faculty sponsor must be included with the form. There are two different forms: One for extra-curricular internships (e.g., student does not enroll in an internship course) and another for curricular and co-curricular internships (e.g., student enrolls in an internship course). The online forms are accessible via Handshake on the Center for Career Exploration & Success website.
4. Once the completed form and plan are submitted, the Registrar will enroll the student in the internship course. Be sure you are completely registered for BIO 340 BEFORE you begin the work experience.
5. If you are taking BIO 340 for credit, you will submit your written academic product to the faculty sponsor at the end of the course and before a final grade is assigned.