

Internships in Zoology ~ ZOOL 4710

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Nature of the Credit: 4710 is a course that allows students who participate in a zoological internship earn college credit. Students will learn to apply the scientific method within the field of Zoology that will enhance their education and better prepare them for post-baccalaureate plans.

4710 is offered pass/fail for 1-3 credits per semester and a maximum of 3 total credits. The instructor and student, dependent upon the scope and nature of the internship and research to be completed by the student, will determine the number of credit hours.

General Course Requirements: Expectations will vary in accordance with the nature of the student's internship and project. In general, students enrolled in 4710 will be expected to work on their project throughout the internship, be in contact with the instructor as needed, and produce an end product which presents the research. This document will identify specific expectations and students will earn a passing grade if he/she adequately completes all of the requirements described within.

Prior to Enrollment:

- Student must contact the instructor and discuss the internship and potential research projects. Permission must be granted for a student to enroll in the course.

Before the Internship Begins (before the last day to add/drop without restriction):

- Student must review this document with the instructor to agree on the expectations for the student to earn a passing grade.
- Student must complete a *Research Proposal* and submit it to the instructor. The proposal should include an introduction of the project and a description of how the student will participate in or conduct the research. The proposal will be discussed to ensure the project is worthy of 4710 credit and that the expectations of student and instructor are clear.
- Student and instructor will complete the *Specific Requirements* form clearly indicating expectations. Both will retain a copy. At this time, the student will select an End Product. The product might be a poster, power point presentation, paper, summary report, demonstration, etc. depending on the nature of the project and number of credit hours the student expects to earn.
- As a general guideline, credit hours are determined by the number of hours a student will perform intern duties and conduct research and the quality of the product submitted.

Use the chart below to determine how many credit hours of 4710 you may be eligible to earn.

Credit hours of 4710	Total hours performing intern duties and research	Length of paper (example of an end product)
1	45 – 90	5-6 pages
2	90 – 135	7-9 pages
3	135 +	10-12 pages

During the Internship:

- Student must maintain contact with instructor and work closely with the internship supervisor.
- Student will perform intern duties and will conduct research by collecting and analyzing data.

At the end of the Internship:

- Student must submit their product to the instructor.
- Student must submit the *Intern Performance Evaluation* form to internship supervisor.
- All materials must be submitted to the instructor no later than the Friday before finals.

Grade Assignment:

- A student will earn a "P" (passing) grade if he/she satisfactorily completes the research proposal, on-site intern hours, conducts research, submits the agreed upon end product, and receives a positive performance evaluation from his/her supervisor by the deadlines discussed.
- If these items are not submitted or clearly do not adhere to the previously determined expectations, a grade of an "F" (failing) will be assigned.
- If a student needs more time to complete the research/end product at the end of the term, he/she can request a grade of an "I" (incomplete). Students with a grade of "I" will discuss a new deadline with the instructor. If work is left uncompleted, a grade of a "F" (failing) will be assigned.
- If a student is unsure of the course expectations, it is imperative he/she speaks with the instructor promptly.

OSU's Academic Integrity Policy: Oklahoma State University is committed to the continuation of the highest standards of integrity, which will be preserved in this course. Behavior that violates academic integrity includes unauthorized collaboration, plagiarism, multiple submissions of work, fabricating information, and fraudulently altering academic records. Violations may subject a student to disciplinary action including receiving a failing grade on an assignment or in the course, receiving a notation of a violation of academic integrity on his/her transcript, and/or being suspended from the University. For more information, go to academicintegrity.okstate.edu.

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Specific Requirements for 4710 credit

Student Contact Information:

Name: _____

E-mail: _____

Phone number: _____

Internship Details:

Location: _____

Title: _____

Dates: *Start* _____ *End* _____ Total hours: _____

Supervisor Contact Information:

Name: _____

Title: _____

Email: _____

Number of 4710 hours enrolled: _____ Semester _____

The Research Proposal

Research proposals will include an abbreviated introduction and methods. Specifically, the proposal should include:

- an overview of the problem/background information
- a question of investigation
- a hypothesis or generalization
- predictions
- a description of how you will collect and analyze the data

Format of Research Proposal: _____ Length: _____ Due Date: _____

The End Product

End products can be submitted in several formats including a paper, power point presentation, oral talk, poster, video, webpage, etc.

End products will communicate the research project with an introduction, methods, results, and conclusions/discussion. Specifically, the end product should include:

- an overview of the problem/background information
- a question of investigation
- a hypothesis or generalization
- a detailed description of how the data was collected
- a statistical analysis of the results
- a graph/chart/table depicting the results
- conclusions
- alternative hypotheses
- implications of research
- literature citations

End product format: _____ Length: _____

Due Date: _____

Course Contract

- I have read this document and discussed my research project and the expectations for receiving credit in ZOOL 4710 with the instructor.
- I acknowledge it is my responsibility to contact the instructor if I am unclear of the course expectations or if I have problems with my internship or research project.
- I understand I will earn a passing grade with adequate completion and timely submission of all of the components described in this contract.
- I permit the Department of Zoology to use any of the materials I submit including but not limited to pictures, presentations, written statements, posters, etc.

Student Signature

Date