



# BIOL\*3660 Internship In Biological Science

Fall 2021

Section(s): C01

College of Biological Science

Credit Weight: 0.50

Version 1.00 - September 03, 2021

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## 1 Course Details

### 1.1 Calendar Description

This course provides an opportunity for independent learning in the biological sciences within a work-related environment (volunteer or paid). Students will develop a project plan directly related to the work experience in consultation with an external organization. Using this experience, students will apply knowledge of scientific methodologies to develop a project that benefits the organization and society at large, apply disciplinary knowledge and project management skills to complete the project, and reflect on their own development and future career plans. Students interested in this course must submit a completed registration form, for approval by the course coordinator, as part of the registration process for this course.

**Pre-Requisites:**

7.50 credits, minimum cumulative average of 60%

**Restrictions:**

Majors offered by CBS. Instructor consent required.

### 1.2 Timetable

Timetable is subject to change. Please see WebAdvisor for the latest information.

There are only two mandatory class meetings for this course, each of which will take place remotely, as scheduled by the instructor. At the first meeting, the requirements of the course will be reviewed. At the second meeting, near the end of the semester/work experience, students will present and discuss their projects. Depending on the duration of the student's experience, the presentation may occur within the semester that the student was registered in the course or during the first three weeks of the subsequent semester.

### 1.3 Final Exam

This course does not have a final exam.

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## 2 Instructional Support

## 2.1 Instructional Support Team

<b>Instructor:</b>	Brian Husband
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<b>Telephone:</b>	+1-519-824-4120 x54790
<b>Office:</b>	SC1 1477
<b>Course Co-ordinator:</b>	Charlene Winchcombe-Forhan
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<b>Telephone:</b>	+1-519-824-4120 x52739
<b>Office:</b>	SC1 1480

## 2.2 Graduate Teaching Assistant - Grader

The GTA will be responsible for grading the academic components of the course (assessments).

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# 3 Learning Resources

## 3.1 Required Resources

### CourseLink (Website)

BIOL\*3660 course website is available through CourseLink. The site includes the following modules that will support the course requirements:

- Professionalism in the Workplace
- Employability Skills
- Project Management
- Reflection
- Code of Conduct, Academic Integrity and Learning Outcomes

### Professionalism in the Workplace (Readings)

This is an online module that must be completed prior to the start of your workplace experience. The module will address professional conduct in the workplace and includes both text and video content. Following completion of the content, you must complete a short quiz.

### Employability Skills (Readings)

This on-line module will introduce you to common employability skills and how they are defined. This module will help you to identify which employability skills you will focus on throughout the experience.

### Project Management (Readings)

This online module will help to support you in the development of your project management outline by introducing you the basics of project management and developing a Gantt Chart.

### Reflection (Readings)

Reflection is a fundamental component of this course, however critically reflecting on your learning and experiences can be challenging. This online module will introduce you to the D.E.A.L Model for Critical Reflection. You will use this model to complete your progress reports and final reflection.

## 3.2 Additional Resources

### Additional Website Resources (Website)

Employability Skills – The Conference Board of Canada

<http://www.conferenceboard.ca/spse/employabilityskills.aspx?AspxAutoDetectCookieSupport=1>

Ministry of Advanced Education and Skill Development – College Essential Employability Skills <http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/essential.html>

The Balance - <https://www.thebalance.com/employability-skills-list-and-examples4143571>

Project Management – Open Source Textbook by Adrienne Watt

<https://opentextbc.ca/projectmanagement/> •

University of Guelph Learning Outcome Rubric

## 4 Learning Outcomes

### 4.1 Course Learning Outcomes

By the end of this course, you should be able to:

1. Assess your strengths and areas for improvement related to employability skills
2. Identify at least 3 employability skills\* that were strengthened during your experience within a workplace environment
3. Apply scientific knowledge, skills and methodologies gained in the classroom to identify problems, evaluate ideas, interpret quantitative information and propose solutions in the workplace environment
4. Accurately and effectively communicate ideas, arguments and analyses through written work, oral presentations and other media
5. Describe, evaluate and articulate personal and professional growth that occurred within the workplace setting
6. Reflect on the ethical, economic, commercial and social implications of applying scientific knowledge in the workplace
7. Apply knowledge of one's own personal and professional growth, gained through the experience, to plan for further personal and professional development within and beyond the undergraduate degree

## 5 Teaching and Learning Activities

There are only two mandatory class meetings for this course, each of which will take place remotely, as scheduled by the instructor. At the first meeting, the requirements of the course will be reviewed. At the second meeting, near the end of the semester/work experience, students will present and discuss their projects. The course activities will be completed independently by the student before/during their workplace experience. Most activities are in module form. The professionalism module must be completed prior to starting the experience. The remaining activities can be completed at any time during the experience, however it is recommended that they be completed early in the experience.

### 5.1 Sample Project Timeline

Sample Project Timeline

<b>Week</b>	<b>Contact Hours</b>	<b>Assignment</b>	<b>Required Material/Reading</b>	<b>Notes</b>
1	10 Hours	Project Proposal and Outline	Complete Professionalism in the Workplace Module and Employability Skills Modules	Start a journal of weekly activities in preparation for Progress Reports
2	10 Hours	Project Management Outline	Review Project Management Modules  Reflection - start to prepare first Progress Report	Continue to journal
3	10 Hours	First Progress Report due	Reflection Module	Continue to journal; start thinking about Overall Project Report
4	10 Hours	Conduct a performance review with supervisor		Continue to journal  Start to look at the Overall Project Report requirements
5	10 Hours		Reflection - start to prepare second Progress Report	Continue to journal
6	10 Hours	Second Progress Report due		Continue to journal
7	10 Hours	Conduct a second performance review		Continue to journal

Week	Contact Hours	Assignment	Required Material/Reading	Notes
		with supervisor		
8	10 Hours			Continue to journal
9	10 Hours			Continue to journal
10	10 Hours			
11		Overall Presentations		
12		Overall Project Report and Final Reflection Due		

## 6 Assessments

Regardless of the duration of the workplace experience, each student will be assessed on the following seven components:

1. Project Proposal and Timeline
2. Project Management Outline
3. Progress Reports (2)
4. Overall Project Report
5. Overall Presentation
6. Final Reflection
7. Performance Evaluation

### 6.1 Marking Schemes & Distributions

Name	Scheme A (%)
Project Proposal and Timeline	15
Project Management Outline	5
Progress Report 1	10

Name	Scheme A (%)
Progress Report 2	10
Overall Project Report	15
Overall Presentation	10
Final Reflection	15
Performance Evaluation	20
Total	100

## 6.2 Assessment Details

### Project Proposal and Timeline (15%)

**Date:** By 5-10 hours of work completed

**Learning Outcome:** 1, 2, 3

This assignment will outline information related to the background of the organization, which employability skills the student will be looking to develop through the experience and a layout of the course requirements. Each student will set the deadlines for most remaining components of the course in a chart format. An example of the semester layout can be found in the course activities section.

A course module on employability skills can be found on CourseLink.

### Project Management Outline (5%)

**Date:** By 15 hours of work completed

**Learning Outcome:** 4

The assignment should include a project management outline in the form of a Gantt chart. The student will work closely with their supervisor to brainstorm and clearly articulate the milestones/outcomes of the position.

On the course website, resources about project management and Gantt charts are available.

### Progress Report 1 (10%)

**Date:** Due date is set by the student in their Project Proposal and Timeline and should be submitted by 30 h of work completed

**Learning Outcome:** 1, 2, 3, 4, 5, 6, 7

Project Reports will be two to three pages in length (3 p. max.) and will be reflections on the experience to date. There will be guiding questions found within the assignment instructions to help the student compose a critical reflection of the experience. The first Project Report will be due at the completion of approximately of 25-30 h of work with the organization. The exact due dates will be determined by the student as indicated on the project timeline (see Assignment #1).

### Progress Report 2 (10%)

**Date:** Due date is set by the student in their Project Proposal and Timeline and should be

submitted by 60 h of work completed

**Learning Outcome:** 1, 2, 3, 4, 5, 6, 7

Project Reports will be two to three pages in length (3 p. max.) and will be reflections on the experience to date. There will be guiding questions found within the assignment instructions to help the student compose a critical reflection of the experience. The second Project Report will be due at the completion of approximately of 60 h of work with the organization. The exact due dates will be determined by the student as indicated on the project timeline (see Assignment #1).

### **Overall Project Report (15%)**

**Date:** , Mon, Dec 13, or as arranged with the Course Instructor

**Learning Outcome:** 3, 4, 5, 6

Based on a deeper understanding of the organization and the outcomes of the workplace experience, the Overall Project Report should centre around a proposed, subsequent project. The student is expected to clearly state a problem or gap identified during the workplace experience that could be undertaken in a subsequent project and that will impact some level of the organization in a positive way.

### **Overall Presentation (10%)**

**Date:** Tue, Nov 30, 5:00 PM - 6:20 PM

**Learning Outcome:** 2, 3, 4, 7

The Overall Presentation will be a comprehensive look at what the student has learned through the experience and a proposal for where the organization could go next. Students will describe the experience, the impact their position had on the organization's mission, and what could be explored next to help enhance the organization's goals.

An alternate presentation date will be set by the instructor for interns with delayed start dates for their work positions.

### **Final Reflection (15%)**

**Date:** Mon, Dec 13, or as arranged with the Course Instructor

**Learning Outcome:** 1, 2, 4, 5, 6, 7

Re-read the original Project Proposal and the two Progress Reports prior to writing a Final Reflection (4 p.max). This Final Reflection should address achievement of goals: how they were achieved, increases in abilities related to the skills identified before the beginning of the project, other skills unexpectedly enhanced, areas for which there remains room for improvement, and how this experience can be used to enhance future experiences.

### **Performance Evaluation (20%)**

The supervisor will be responsible for providing an on-the-job Performance Evaluation. A set of criteria will be provided to the supervisor as a guideline to evaluate the student and make comments, accordingly. The supervisor will be contacted directly by the course instructors. No action is required by the student.

## **6.3 Performance Reviews**

Please note that students are required to schedule a minimum of 2 performance reviews with their supervisor during their workplace experience. These reviews are not graded, however they are meant to provide feedback on the student's performance during the experience. These may also serve as opportunities for the students to gain insight into their strengths and

areas for improvement that may help them in completing their required Progress Reports and final assignments.

## **6.4 Late Penalty**

Submission of assignments late - The submission deadline for each assessment is 11:59 pm on the date the student indicated in their timeline. It is important to meet the submission dates indicated for your assignments so you receive meaningful feedback throughout your experience. Late submissions will be addressed with the Course Instructor on a case-by-case basis.

## **6.5 Academic Consideration Policy**

Students who are not able to meet their stated deadlines, as submitted in the project timeline, will need to apply for academic consideration. Academic consideration is based on medical, psychological, compassionate grounds. Students will need to contact the Course Instructor and their Academic Evaluator immediately if they have missed, or will miss a deadline, and must supply them with the appropriate documentation.

If the student is not able to complete specific tasks due to an issue arising within the organization for which they are working, they will need to contact the Course Instructor and Academic Evaluator as soon as possible to discuss their options. Failure to contact these individuals in a timely manner may result in limited options for consideration.

The form the consideration takes will be up to the discretion of the Course Instructor and Academic Evaluator.

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# **7 Course Statements**

## **7.1 Course Policies**

For the 'work' experience to qualify for this credit, the following criteria must be met:

1. The activity must comprise no less than 100 h and span from 3 to 14 weeks in duration
2. The experience must involve a sustained activity in a workplace (volunteer or paid) with clear responsibilities and be related to an application of biological science knowledge or methods and development of select employability skills.
3. A workplace supervisor who is a qualified staff member with expertise in the field to which the experience relates has been identified.
4. The workplace supervisor is committed to provide regular feedback to the student.
5. The workplace activity/project must be outlined on the workplace agreement form.
6. The workplace supervisor has signed the workplace agreement form indicating they are committed to provide the necessary resources, facilities and training to complete the



experience and to meet the defined goals/project.

7. The student has signed the workplace agreement form indicating they are committed to performing the outlined activities as scheduled to the best of their abilities and in a professional manner.

Students may not use the following experiences as an internship:

- co-op work placement
- peer helper program

Students in a major offered by the College of Biological Science may complete only one internship in biological science toward their B.Sc. degree.

## 7.2 Failure to Meet the Minimum Requirements

If a situation arises due to no fault of the student, whereby they cannot complete the hours required for the course, or any other requirement, the student is encouraged to speak with the Course Instructor as soon as possible to discuss their options. It is the student's responsibility to contact the Course Instructor/Course Coordinator within a reasonable amount of time. Failure to do so could result in very limited options for the student.

If for any reason a student chooses to withdraw from their position/experience with the workplace organization prior to meeting the 100-hour minimum requirement, or any of the other requirements, they may not be eligible to receive credit for the course. It is the student's responsibility to contact the Course Instructor, as soon as possible, to discuss their options.

# 8 College of Biological Science Statements

## 8.1 Wellness

If you are struggling with personal or health issues:

- Counselling Services offers individualized appointments to help students work through personal struggles that may be impacting their academic performance.
- Student Health Services is located on campus and is available to provide medical attention.
- For support related to stress and anxiety, besides Health Services and Counselling Services, Kathy Somers runs training workshops and one-on-one sessions related to stress management and high performance situations.  
<http://www.selfregulationskills.ca/>

## 8.2 Personal information

Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) <http://www.e-laws.gov.on.ca/index.html>. This information is used by University officials in order to carry out their authorized academic and administrative responsibilities and also to establish a relationship for alumni and development purposes.

For more information regarding the Collection, Use and Disclosure of Personal Information policies please see the Undergraduate Calendar.  
(<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/intro/index.shtml>)

## 8.3 Course Offering Information Disclaimer

Please note that course delivery format (face-to-face vs online) is subject to change up to the first-class day depending on requirements placed on the University and its employees by public health bodies, and local, provincial and federal governments. Any changes to course format prior to the first class will be posted on WebAdvisor/Student Planning as they become available.

# 9 University Statements

## 9.1 Email Communication

As per university regulations, all students are required to check their e-mail account regularly: e-mail is the official route of communication between the University and its students.

## 9.2 When You Cannot Meet a Course Requirement

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail contact. The grounds for Academic Consideration are detailed in the Undergraduate and Graduate Calendars.

Undergraduate Calendar - Academic Consideration and Appeals

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

Graduate Calendar - Grounds for Academic Consideration

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

Associate Diploma Calendar - Academic Consideration, Appeals and Petitions

<https://www.uoguelph.ca/registrar/calendars/diploma/current/index.shtml>

## 9.3 Drop Date

Students will have until the last day of classes to drop courses without academic penalty. The deadline to drop two-semester courses will be the last day of classes in the second semester. This applies to all students (undergraduate, graduate and diploma) except for Doctor of Veterinary Medicine and Associate Diploma in Veterinary Technology (conventional and

alternative delivery) students. The regulations and procedures for course registration are available in their respective Academic Calendars.

Undergraduate Calendar - Dropping Courses

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml>

Graduate Calendar - Registration Changes

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-reg-regchg.shtml>

Associate Diploma Calendar - Dropping Courses

<https://www.uoguelph.ca/registrar/calendars/diploma/current/c08/c08-drop.shtml>

## 9.4 Copies of Out-of-class Assignments

Keep paper and/or other reliable back-up copies of all out-of-class assignments: you may be asked to resubmit work at any time.

## 9.5 Accessibility

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required; however, interim accommodations may be possible while that process is underway.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability.

Use of the SAS Exam Centre requires students to book their exams at least 7 days in advance and not later than the 40th Class Day.

For Guelph students, information can be found on the SAS website

<https://www.uoguelph.ca/sas>

For Ridgetown students, information can be found on the Ridgetown SAS website

<https://www.ridgetownc.com/services/accessibilityservices.cfm>

## 9.6 Academic Integrity

The University of Guelph is committed to upholding the highest standards of academic integrity, and it is the responsibility of all members of the University community—faculty, staff, and students—to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff, and students have the responsibility of supporting an environment that encourages academic integrity. Students need to remain aware that

instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

Undergraduate Calendar - Academic Misconduct

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

Graduate Calendar - Academic Misconduct

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

## 9.7 Recording of Materials

Presentations that are made in relation to course work - including lectures - cannot be recorded or copied without the permission of the presenter, whether the instructor, a student, or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

## 9.8 Resources

The Academic Calendars are the source of information about the University of Guelph's procedures, policies, and regulations that apply to undergraduate, graduate, and diploma programs.

Academic Calendars

<https://www.uoguelph.ca/academics/calendars>

## 9.9 Disclaimer

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings, changes in classroom protocols, and academic schedules. Any such changes will be announced via CourseLink and/or class email.

This includes on-campus scheduling during the semester, mid-terms and final examination schedules. All University-wide decisions will be posted on the COVID-19 website (<https://news.uoguelph.ca/2019-novel-coronavirus-information/>) and circulated by email.

## 9.10 Illness

Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g.. final exam or major assignment).

## 9.11 Covid-19 Safety Protocols

For information on current safety protocols, follow these links:

- <https://news.uoguelph.ca/return-to-campus/how-u-of-g-is-preparing-for-your-safe-return/>
- <https://news.uoguelph.ca/return-to-campus/spaces/#ClassroomSpaces>

Please note, these guidelines may be updated as required in response to evolving University, Public Health or government directives.

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