
SYLLABUS
COLLEGE OF SCIENCE AND MATHEMATICS
DEPARTMENTS OF MOLECULAR AND CELLULAR BIOLOGY AND ECOLOGY, EVOLUTION
AND ORGANISMAL BIOLOGY
BIOL 4402: RESEARCH INTERNSHIP
SPRING 2023

Course Information

Class meeting time: TBD
Credit Hours Requested: (1 – 4, depending on weekly time commitment)
Modality: Face to face at an off-campus site
Location:
Site Supervisor & contact information:
Project title:
Syllabus is posted in D2L

Instructor Information

KSU Instructor/Internship Coordinator:
Email:
Office location:
Office phone:
Office hours:
Online Course Materials: D2L Brightspace at <https://kennesaw.view.usg.edu/d2l>

Course Description (from the KSU Undergraduate Catalog)

BIOL 4402: Research Internship. 0 Class Hours; 3 – 12 Laboratory Hours; 1 – 4 Credit Hours *Prerequisite: (BIOL 3300 and BIOL 3300L) and two BIOL 3000/4000 level biology lab courses; approval of the internship coordinator and Biology department chair prior to registration.*

This course is a supervised, credit-earning research-based experience of one academic semester with an approved business firm, private agency, or government agency. The experience is academic in nature and students will learn to collect and/or manipulate scientific data to produce an academic presentation. The preparation of a research proposal prior to the experience is required.

Additional Notes: Research Internship is an upper-level biology elective. Additional



times. During your time at the host site, it is expected that you will have one-on-

Evaluation and Grading Policies

The grade for this course is based on completion of the following items:

1. 60% - On- (received by the last day of the semester; see item 1 in the above section)
2. 10% - Presentation to/discussion with peers and experts in the field on completed work (see item 2 in the above section)
3. 5% - Meetings (three) with instructor (see item 3 in the above section)
4. 15% - Weekly self-reflection assignments (see item 4a in the above section)
5. 10% - Final student reflection (see item 4b in the above section)

NOTE: Failure to complete an item by the due date item. Please see the instructor immediately if an extension is needed.

GRADING SCALE:

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Course Policies

Attendance: During a 15-week academic term (fall or spring semesters), the student will be expected to fulfill a weekly three-hour commitment in the laboratory and/or at the field site *per credit hour* scheduled. During the 8-week summer term, the student will be expected to fulfill a weekly six-hour commitment in the laboratory and/or field site *per credit hour* scheduled. The final schedule (days and times) for this commitment is determined by the internship site supervisor upon discussion with the student.

Late Penalties: Failure to complete and/or submit items 2 - 5 by the deadlines given at the course website and in the Course Schedule at the end of this syllabus may result in a grade
Please see the instructor immediately if an extension is needed.

Institutional Policies

KSU Course Withdrawal Policy: The last date to **withdraw without academic penalty is Tuesday, March 14th**. The last day to **withdraw for the term with a WF is Tuesday, April 25th**. Students who officially withdraw from courses before the last day to withdraw without

withdraw after the last day to withdraw without academic penalty and before the last week of classes during the semester or who have exceeded the maximum number of withdrawals will

average. Please make sure you have read the withdrawal policy (<http://bit.ly/1fiU4O5>) before making your final decision.

KSU Reasonable Accommodations Policy: Students with qualifying disabilities under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act who

Office of Student Disability Services. Students requiring such accommodations are required

discussion with individual faculty members or academic departments. No requirements exist that accommodations be made prior to completion of this approved University documentation. If, after reviewing the course syllabus, a student anticipates or should have anticipated a need for accommodation, he or she must submit documentation requesting an accommodation and permitting time for a determination prior to submitting assignments or taking course quizzes or exams. Students may not request retroactive accommodation for needs that were or should have been foreseeable. Students should contact the office as soon as possible in the term for which they are seeking accommodations. Student Disability Services is located in the Carmichael Student Center in Suite 267 on the Kennesaw campus or Building A in Suite 160G on the Marietta campus. Please visit the [Student Disabilities Services website](#) for more information or call the office at 470-578-2666 (Kennesaw campus) or 470-578-9111 (Marietta campus).

KSU Academic Integrity Statement:

Every KSU student is responsible for upholding the provisions of the [Student Code of Conduct](#), as published in the Undergraduate and Graduate Catalogs. Section 5c of the

provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student

faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may (su)-3(se)-3(

Course Schedule

Tentative Schedule of Due Dates

Week 1	(date)	Meeting 1 of 3 with Dr. Vogelien; begin the research experience at the host site;
Week 3*	(date)	Self-Reflection #1 due
Week 6*	(date)	Self-Reflection #2 due
Week 7	(date)	Meeting 2 of 3 with Dr. Vogelien
Week 9*	(date)	Self-Reflection #3 due
Week 12*	(date)	Self-Reflection #4 due
Week 14	(date)	Meeting 3 of 3 with Dr. Vogelien
Week 15*	(date)	Self-Reflection #5 due
Week 15	(date for last day of classes)	<ul style="list-style-type: none"> • Last day for the discussion or presentation to peers or experts in the field • Last day for receipt of host supervisor evaluation
Final Exam Period	(date)	• Last day for submission of final student reflection**
Grade Is Due	(date)	Grade is