

**Department of Biology
Ball State University
Bio 369/669 Internship, BIO 394/694 Practicum in Biotechnology
Minimum standards for Student Participation**

The following minimum requirements need to be met prior to participating in a Biotechnology Internship/Practicum through the Department of Biology. Deviations or exceptions require approval by the Internship Coordinator.

1. Students should have a G.P.A. of at least 2.75 overall, and a G.P.A. of 3.0 in courses offered by the Department of Biology.
2. Candidates should have completed their sophomore year.
3. Candidates must have completed the following core requirements of the biology curriculum: Bio 111, 112, Chem 111, 112, 231, Physics 110, and Bio 215/655.

Students guidelines for Participation

1. The intern must meet with a Biotechnology faculty member prior to the internship to determine if (1) the intern meets minimum requirements, and (2) the internship qualifies for the credit.
2. Students that do not have internship possibilities must meet with a Biotechnology faculty member or Internship Coordinator to arrange a Practicum. Students must inform the Internship Coordinator of their Internship/Practicum plans well before the beginning of the reserved 8-week internship period.
3. The intern must have permission to enroll for internship credit. Permission will not be granted until the Internship Coordinator signs the enrollment form.
4. The intern will be expected to enroll in Bio 369 (Undergraduate) or Bio 669 (Graduate). Internships are paid positions. For unpaid positions, students should register for Bio 394 (undergraduate) or Bio 694 (graduate) Practicum in Biology. All procedures /policies for Bio 369 and 669 apply for Bio 394 and 694. Up to 6 hours of credit may be earned in Bio 369 and up to 3 for Bio 394, depending on the length and quality of the internship.

Bio 369/669, 394/694 Course Requirements

1. Complete an internship application (available from the Biotechnology Internship Coordinator) Completed application forms must be on file with the Biotechnology Program before permission will be given to enroll in Bio 369/669, 394/694.
2. Provide work site supervisor with forms (available from the Biotechnology Internship Coordinator) to evaluate work midway through and at the end of the internship.
3. Complete the Student Evaluation form (available from the Biotechnology Internship Coordinator) at the conclusion of the internship/practicum.