

**Department of Biology
Ball State University
BIO 369/669 Internship, BIO 394/694 Practicum in Biotechnology
Student Check List.**

Students: The following serves as a checklist of activities in order that you may complete an internship/practicum. If you have any questions, please contact the Biotechnology internship coordinator in the Department of Biology.

Date Completed

Before the Internship/Practicum starts:

1. Read Department of Biology *Internship Program Description* _____
2. Verify you are eligible for the program (*see Internship Minimum Standards for Student Participation*) _____
3. Complete Department of Biology Student Enrollment Application. _____
4. Locate approved internship employer _____
5. Arrange a Practicum with the Biotechnology Internship Coordinator (*if unable to locate and Internship*) _____
6. Complete Department of Biology Employer Enrollment Form _____
7. Registration for course credit _____
8. Complete a Radiation Safety Training Course. _____

While the Internship/Practicum is occurring:

9. Employer must submit an evaluation midway through internship period. _____

After the Internship/Practicum is completed :

10. Final report submitted by the student (both written report and *Student Evaluation Form*) _____
11. *Employer Evaluation Form* from the employer must be submitted _____