

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

*Students:* The following serves as 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.

<b><u>Before the Internship/Practicum starts:</u></b>	<b><u>Date Completed</u></b>
1. Read Department of Biology <i>Internship Program Description</i>	_____
2. Complete Department of Biology Student Enrollment Application	_____
3. Arrange a Practicum with the Biotechnology Internship Coordinator ( <i>if unable to locate an internship</i> )	_____
4. Work with the employer to complete Department of Biology Employer Enrollment Form	_____
5. Registration for course credit (permission required, credit can be awarded for any semester following the Internship or Practicum or during the Internship or Practicum.)	_____
 <b><u>While the Internship/Practicum is occurring:</u></b>	
6. An evaluation by the employer midway through internship period is optional.	_____
 <b><u>After the Internship/Practicum is completed:</u></b>	
7. Final report submitted by the student (both written report and <i>Student Evaluation Form</i> )	_____
8. <i>Employer Evaluation Form</i> from the employer must be submitted.	_____