

Bioengineering Internship Manual

Washington State University
Bioengineering Internship Program
Voiland School of Chemical Engineering and Bioengineering
Dana Hall 118
Pullman, WA 99164-2710
509-335-4332

General Description: An internship is a self-initiated, supervised work experience with appropriate private organizations, businesses, or government agencies and interaction with professionals in related fields. The purpose of an internship is to enhance a student's professional preparation through direct involvement in their field; to provide a learning environment where students apply knowledge and skills acquired in the classroom setting; to realistically prepare the student to enter professional positions.

BE 495: Internship in Bioengineering. Variable credit (1-3 hrs.) May be repeated for credit; cumulative maximum 6 hrs. Prerequisite: major in Bioengineering. By interview only. Experience in work related to specific career interests.

Objectives:

1. Apply classroom knowledge to practical experience in professional work setting.
2. Continue to develop and practice skills in professions related to Bioengineering.
3. Participate in professional interchange with professionals in their field.
4. Self-evaluation of their professional preparation, recognizing areas of strength and areas where growth is needed.
5. Explore, become familiar with, and seek opportunities for future career development.
6. Analyze and evaluate their learning experiences through a variety of written assignments and any additional products they may complete during placement.
7. Documenting their experience in a form suitable for insertion into a professional portfolio.

Performance Evaluation

This course is graded on S/F basis. To achieve a satisfactory grade the student will:

1. Complete the required number on on-site work hours (50 clock hours for each semester hour earned).
2. Fulfill requirements of the agency and work to achieve individual goals and objectives, as outlined in the Learning Agreement Form.
3. Complete all required written assignments and required paperwork:

Student Information Sheet to be completed at initial meeting with Internship Advisor	
Proposal for internship, outline of project	due at registration
Learning Agreement Form (Employer signature required)	due at registration
Criminal Background Check	due at registration
Release of Liability Form	due at registration
Participation Agreement Form	due at registration
Monthly Activity Report	due first of the month
Final evaluation paper	due finals week
Employer Evaluation Form	due finals week
Other work as assigned by instructor	due finals week

Guidelines for Final Evaluation Paper:

1. General overview of your experience as a student intern, including a review of your monthly reports and how your opinions have changed or remained the same.
2. A summary of your progress through each goal/objective as listed on the Learning Agreement Form.
3. A reflection on your personal development, communication patterns, including your supervisor's feedback on your performance.
4. A summary of your future professional goals and how they relate to the internship experience.

NOTE: All forms, assignments, and activity reports must be turned in to the internship director.

Professional Responsibilities of the Student:

As a student working through the Internship Program, you will be a representative of the University. You will need to present yourself in a professional manner for the professionals working in agencies or on special projects, the clients with whom you work, and other students who may be interning with you.

If you feel your working conditions are unsafe, inappropriate, or problematic, please call the internship program office and ask for assistance.

Additional responsibilities:

Set a work schedule.

Be reliable, consistent, and on time.

If you miss work, call the agency at least 24 hours in advance.

Dress appropriately for your assignment.

Use appropriate language.

Avoid developing romantic relationships with clients, co-workers, or supervisors.