SYLLABUS

DATE OF LAST REVIEW: 02/2013
CIP CODE: 24.0101
SEMESTER: Departmental Syllabus
COURSE TITLE: Biological Science Internship
COURSE NUMBER: BIOL-0201
CREDIT HOURS: 3
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Departmental Syllabus
OFFICE HOURS: Departmental Syllabus
TELEPHONE: Departmental Syllabus
EMAIL: Departmental Syllabus

KCKCC-issued email accounts are the official means for electronically communicating with our students.

PREREQUISITE(S):
Students should have completed at least two biology courses or have consent of the instructor.

REQUIRED TEXT AND MATERIALS: Please check with KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

COURSE DESCRIPTION:
This course is designed with the help of participating organizations to provide students with practical work experience as a biological technician. This college supervised internship will bridge the gap between college experience and practical application of knowledge. In addition, students will learn specialized skills associated with the particular organization to which they are interned.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:
I. Introduction
   A. Orientation
   B. Preparation of resume
   C. Submission of applications
II. Experience
   A. Purpose of position
   B. Job requirements.
   C. Expectations for internship
   D. Training
   E. Completion of tasks

III. Outcomes
   A. Skills learned
   B. Working with others
   C. Portfolio

EXPECTED LEARNER OUTCOMES:
   A. The student will be able to create a cover letter, complete a job application and create a
      resume for job placement in the biological science profession.
   B. The student will demonstrate the ability to interact in a professional setting.
   C. The student will complete tasks as assigned by host organization.
   D. The student will summarize the duties of a biological technician at the host
      organization.
   E. The student will assess the experience and develop a portfolio.

COURSE COMPETENCIES:

Upon successful completion of this course:

The student will be able to create a cover letter, complete a job application and create a
resume for job placement in the biological science profession.
   1. The student will create a cover letter and resume.
   2. The student will correctly fill-out an application of employment/internship.
   3. The student will demonstrate appropriate interviewing skills in being selected for an
      internship.

The student will demonstrate the ability to interact in a professional setting.
   4. The student will be able to be responsible for their own actions.
   5. The student will be able to exhibit time management skills.
   6. The student will be able to exhibit the ability to communicate orally.
   7. The student will be able to accurately complete paperwork and/or reports required by
      the host organization.

The student will summarize the duties of a biological technician at the host organization.
   8. The student will be able to work as part of a team.
   9. The student will be able to exhibit good work habits.
   10. The student will be able to communicate an understanding of what actions will lead to
       termination from employment.
   11. The student will be able to demonstrate an ability and willingness to learn.
   12. The student will be able to demonstrate an understanding of job-related terminology.
The student will complete tasks as assigned by the host organization.
13. The student will be able to demonstrate an understanding of the duties required.
14. The student will be able to learn the necessary skills.
15. The student will be able to perform the duties required in a timely manner.

The student will assess the experience and prepare a portfolio.
16. The student will be able to use the daily log to identify skills learned.
17. The student will be able to critically evaluate their performance in the internship.
18. The student will be able to critically evaluate the internship.
19. The student will demonstrate effective oral communication in the exit interview.
20. The student will be able to develop effective written communication in preparing a culminating term paper on their internship.
21. The student will be able to compile a portfolio of the internship experience to include: written job descriptions, a letter of reference from the host organization, the final term paper, employment paperwork, and any other items they deem appropriate.

ASSESSMENT OF LEARNER OUTCOMES:

Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES:
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center at 913-288-7670.