

# BCHM 4906 Internship for Credit

The purpose of our internship program is to provide academic credit for work experiences in laboratory or field settings outside of the traditional academic lab. Students can earn 1 credit for every 45 hours of work as an intern. A maximum of 6 internship credits may be accrued toward the minimum number of 30 credits needed for the major.

Students may earn academic credit through both paid and unpaid internships. This policy is not retroactive, so you may not apply to earn credit retroactively for a past internship. Also note that a job is not an internship. An internship has a defined length of time during which the student receives specific training related to their future career interests.

## Eligibility and Specific Requirements

- a. Have a cumulative GPA of at least 2.0.
- b. Be a BCHM major in good academic standing making progress towards degree.

## International students

International students should contact ISSS to confirm their visa is eligible for the type of internship they would like to engage in.

## Find an Internship

1. Students should search on **Handshake** to identify an internship related to their interests and field of study.
2. Students may also consult the online list of companies who have expressed interest in having BCHM student interns. Internships may or may not be available with these companies at all times. Please review Handshake to find a specific company's opportunities or contact the company directly to inquire about internship availability.
  - a. Please note: Internships must include an academic component that is related to the concepts the student has learned in BCHM coursework.
3. Once you have found an interested organization, discuss and agree on roles and responsibilities, number of hours to work each week, and the total number of hours to work. Have an email exchange with the internship supervisor to confirm this information and indicate whether the internship is paid or unpaid—save the email.

## Apply for BCHM Internship Course

1. Important information before starting application:
  - The department sponsor will be Dr. Kristen Roy.
  - Please gather the information in the list of details required to complete the application in their entirety before beginning the application.

- You must be ready to include the internship supervisor email address (it is very important that all email addresses be correctly entered).
- You must be ready to attach the email exchange with your internship supervisor.

**Note the Following Conditions:**

- Regular tuition will be charged for all internships engaged in for BCHM 4906 credit.
- Contact the Registrar to learn how internship for credit may affect your tuition and fees.
- Students may not sign up retroactively for an internship that has already started or been completed at an earlier time.

2. Submit Internship Application

- Email Kristen Roy ([Kristen.roy@colorado.edu](mailto:Kristen.roy@colorado.edu)) to access and submit an application.
- The application leads to a link to DocuSign, which will auto-forward to all parties who need to provide a signature.
- Once all parties have signed the agreement, the department will enroll you in the internship for credit (BCHM 4906) and you will receive a confirmation email.

## Conduct the Internship

1. Develop a plan to complete the requirements of the work. This is done in collaboration with your internship supervisor.
2. Agree to work in professional manner and observe the required dress code and safety rules.
3. Maintain a digital weekly journal that records your day-to day experiences.
4. Keep a time log of the hours spent at the work site; this log must be signed by your internship supervisor each week or at the intervals determined by your internship supervisor.

## Internship grading is based on the following components:

1. An evaluation from your internship supervisor; three weeks before the end of the internship they will receive an email containing the survey link from [kristen.roy@colorado.edu](mailto:kristen.roy@colorado.edu).
2. A final essay you submit via the Canvas course page "Assignments" that analyzes your experiences (2 pages/credit). e.g. 6 pages/3 credits. Your essay must include at least the following:
  - a. Reflections on what you have learned,
  - b. How the internship complements your studies in BCHM, and
  - c. How the internship supports your career goals.
3. Your completed weekly journals and supervisor signed time logs.
  - a. Journal should be ½-¾ page a week at 1.5 line spacing.
  - b. All assignments must be submitted by the last day of classes.