



South Portland, Maine 04106

Science Department

Title: Biotechnology Internship	Catalog Number: BIOL-275-01
Credit Hours: 2	Total Contact Hours: 120
Lecture (or Lab): Individual program	Instructor: Elizabeth Ehrenfeld
Office Hours: email for appointment	Contact: EEhrenfeld@smccme.edu

Course Syllabus

Course Description

The Biotechnology Internship is the opportunity for students to work in a professional laboratory setting. This work-based learning will enhance students' abilities well beyond the scope or capabilities of the academic program at SMCC, and will provide students with valuable real life experience and the opportunity to refine career objectives. The student is primarily responsible to the employer for the various work responsibilities established, and is also responsible to the course instructor to complete specific academic requirements. This course may be repeated for credit.

Prerequisites: BIOL-110 (Biotechnology) and BIOL-250 (Microbiology).

Course Objective: After successfully completing this course, the student will be able to:

1. Work in a professional biotechnology laboratory setting with appropriate supervision.
2. Comply with rules, safety regulations, and procedures in keeping with laboratory protocols and company policies.
3. Demonstrate increased confidence and competence through hands-on use of the technology that the employer can reasonably provide.
4. Use valuable work experiences and pertinent job skills to further educational or professional opportunities within the biotechnology sector.

Learning Outcome: SMCC students recognize the methodology and content of science and its relevance. SMCC students:

1. apply scientific methodology to the study of the natural world.
2. participate in hands-on and interactive lab activities.
3. demonstrate the ability to make scientifically-informed decisions.

Outline of Instruction:

Week 1: introduction and resume/cover letter workshop

Week 2: partner presentation of company/job

Week 3: students apply for positions – to start as soon as possible

Students who have found an internship before the beginning of the semester can start before these introductory sessions.

Course Requirements

120 hours of on-the-job time at a biological laboratory (commercial, nonprofit, or academic). Any time needed for preparation outside of the internship location will not be included in the 120-hour requirement. The internship may either be paid or unpaid, depending on the agreement worked out between the student and employer.

The student is responsible to finding a laboratory for his or her internship.

Once a suitable employer has been agreed upon by the student and professor, the student will submit goals that have been agreed upon by employer, student, and faculty advisor. If at any time your work situation significantly changes, you're responsible to contact your instructor as soon as possible with that information.

Guidelines for student skills during internship:

- Comply with the rules, regulations, and procedures in keeping with the employing organization's operations.
- Exhibit professional behavior and dress in laboratory setting
- Practice good laboratory technique
- Practice good documentation skills
- Demonstrate of safe laboratory practices
- Utilize scientific terms and jargon as employed in given laboratory
- Run standard laboratory equipment as present in given laboratory
- Acquire new laboratory skills as necessary to do tasks.

Student Evaluation and Grading

Grading is pass/fail will be broken into two parts. The first will be a two-page evaluation completed by the employer. The second part will be made up of the following 5 student assignments:

1. Job goal document due one week after starting job
2. Student to write a one-page safety document due two weeks after starting job
3. Student to interview and write a one-page summary of 2 people working at the company, one in the same area where the student works and one in a different area.
4. Student to complete 120 hours of work at company
5. Student to do an end of internship 10 minute presentation. The material covered must be approved by employer

Text, Tools and / or Supplies

There is no required textbook or supplies for this course

Attendance Policy

Students are expected to show up for all scheduled work periods. Unexplained failure to do so may be cause for dismissal by the employer.

End-of-Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. You will receive an e-mail to your student e-mail account when course evaluations are available.

For Classes with any Face- to -Face Component

While the syllabus represents current plans, there may be changes during the semester in response to the on-going Covid-19 pandemic. Depending on the progression of the virus, it is possible that the College may have to suspend face-to-face instruction for part of the semester. If we must stop face to face instruction anytime during the semester, your instructor will contact you via your SMCC email or the Brightspace course homepage to discuss next steps for the course.

ADA Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

The Learning Commons:

The library, tutoring and writing centers, and reference/research assistance (typically located on the second floor of South Portland's Campus Center and in the Midcoast's LL Bean Learning Commons and Health Science Center) will be fully available online during the fall 2020 semester.

Here you can find free academic support through individually scheduled and drop in, online tutoring. You can also find information literacy/research librarians, and professional academic strategy/planning mentoring online. While the physical space of the Learning Commons will not be available at this time, we can also work with you to set up zoom classrooms for small group study. Services are offered by appointment or as drop-in assistance.

To access services:

- Visit My Learning in My Maine Guide or
- Select the “tutoring needed” button if it appears inside your Brightspace course.

Whether On Site or Online, students have consistently reported that the Learning Commons is a friendly, risk-free, and helpful place to seek academic support. It has also been shown that those who make use of the Learning Commons do better in a course than those who do not. We strongly encourage you to take advantage of this valuable and enjoyable resource.

SMCC Pay-for-Print Policy

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College’s pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you’ve finished your printing, to prevent unauthorized access to your account. Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an e-mail to helpdesk@smccme.edu.

Refunds

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student’s account.

Add-Drop Policy

Students who drop a course during the one-week “add/drop” period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the Fall and Spring semesters and the second through ninth week of twelve-week Summer courses. This period is pro-rated for shorter-length courses, usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

Plagiarism Statement

If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct