

BIOL 4886 Professional Internship Application Process

The information below explains the general process for registration in BIOL4886 and successful completion of a Professional Internship within the framework of the course. Please note that exceptions do occasionally occur and can be supported upon further discussion/approvals.

Step One – Secure a Faculty Supervisor

Speak with prospective faculty advisors from within Biology/Chemistry to identify a faculty member who is willing to support/supervise your internship internally. This should be done as early as possible prior to your anticipated semester of registration.

Step Two – Apply to Register

To initiate the registration process, go to "Individualized Studies" within your WebAdvisor course selection tab (as soon as it's available for the semester in which you will be registering), and choose BIOL4886. The system will prompt you to identify a faculty supervisor who has agreed to supervise your placement. The system will then notify the Chair of Biology/Chemistry/Geography that you are intending to register for BIOL4886. The Chair will confirm with your selected faculty advisor that they have indeed agreed to support your internship, and you will be approved to register. You will shortly thereafter receive an automated message via the system notifying you of approval to register. From there you must enter your WebAdvisor and officially register for the course (*Note: this last action is perhaps not intuitively obvious but it is essential to complete so you can receive credit for BIOL4886*)

Step Three – Identify a Placement Organization/Placement Supervisor

Work with your faculty advisor to secure a community partner organization with whom you will conduct your placement studies. This can occur in a variety of ways that are unique to your particular area of study, your particular faculty advisor's advice, and other circumstances. It is advised to meet either in person or virtually with your faculty advisor to discuss this process.

Step Four – Complete The "Internship Official Application Form"

This form officially lays out the 'agreement' between the student, specified on-site placement supervisor, and faculty supervisor. It describes the outline of the expected student activities, learning objectives, etc. during their placement, as well as the overall 'grading scheme' for the course. Work with your faculty advisor and placement supervisor to develop this prior to or as soon as possible after registering. In some cases it may be most appropriate for a student to complete this alone for subsequent endorsement by their Faculty & Placement Supervisors, or for it to be completed with any combination of student/faculty advisor/placement advisor direct input. Discuss with your Faculty Advisor how they might like you to proceed. (*Note:*

along with official registration in BIOL 4886, the signatures on this form invoke the full WSIB insurance coverage for the student, the placement organization, and Nipissing University which is automatically provided by the MTCU for documented student experiential learning opportunities)

Supplemental Documentation

Your faculty advisor will provide you with a generalized "Course Syllabus", "Intern-Co-Op Evaluation Form", and a "Declaration Form". The "Internship Co-Op Evaluation Form" must be forwarded to your Placement Supervisor as it is designed as their opportunity to provide their assessment of your performance at the conclusion of the placement. The "Declaration Form" is something that we rarely need to utilize, but is provided for insurance purposes should a potential on-site placement organization/supervisor wish to have it completed.

Please note that the 'application dates' listed in the Course Description and in the Internship Official Application Form are currently flexible, and are intended for general guidance only; for all intents and purposes the listed deadlines have been eliminated in the interest of permitting as many students as possible to engage in Professional Internship opportunities.