

**BMS 496: Biomedical Sciences Internship**

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# Overview

The Biomedical Sciences Internship (BMS 496) is designed to expose students to a non-academic environment within which to apply the knowledge gained via traditional coursework. Upper division students who are accepted into the major have the opportunity to work with a community, government, or private agency as a student intern. This volunteer, credit bearing experience is designed to give students the opportunity to “test the waters” in a specific job setting. Students may opt for biomedical sciences work sites whose primary focus is clinical, business, research or journalistic.

Students are required to identify preferred job sites/settings and make appropriate arrangements for the internship in consultation with the Program Director. Having determined the nature of the student internship responsibilities at the job site and the duration of time to be spent on site, students must keep a time sheet and are suggested to keep a daily log of work experiences to help write the final reflection paper. A 2-3 page final report reflecting on the internship experience must be submitted by each student intern before the last day of classes. The time sheet, final report, and recommendation of the site supervisor determine the pass/fail grade.

***NOTE!*** *The biomedical sciences internship obligates students to spend 3 hrs/wk at the internship site for every credit for which they are registered. Thus, students registered for 4 credits are expected to spend 12 hours a week "on the job”. Internships can be arranged for 1-4 credits.*

Program Director

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Assistant Dean

Jacobs Undergraduate Education

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# Student Responsibilities

# Find an internship site/setting and make appropriate arrangements for the experience in consultation with the Site Supervisor

# [Submit a signed BMS 496 contract () to the Program Director before the drop/add deadline](http://medicine.buffalo.edu/education/undergraduate/internships/biomedical-sciences/bms-internship.html)

# Spend a total of 45 hours at the internship site for each course credit

# Keep a time sheet with specific dates and times worked

# Recommended to meet mid-semester with the Site Supervisor to make sure you are on track

# Submit a final 2-3 page report to the Program Director by the last day of classes along with the time sheet

# Site Supervisor will complete an evaluation form, sent by the Program Director, to determine your grade.

# Frequently Asked Questions

# Where have students completed their biomedical sciences internships? What is an appropriate internship site?

# *Internships have been arranged in a variety of settings. These settings include local hospitals, community clinics, public health agencies, research laboratories, and pharmacies. A partial list includes Sisters Hospital, Women and Children’s Hospital, Erie County Medical Center, the Center for Hospice and Palliative Care, Planned Parenthood, the Women’s Health Initiative, the Olmstead Center for the Visually Impaired, the Erie County Health Department, Amherst Pediatrics, Walgreens, and Abbott Labs. Note that the above list is representative of the diversity of internship sites; it is not intended to limit student choices of possible internship sites.*

# What is the role of the Site Supervisor? The role of the Program Director?

# *The Site Supervisor is the person with whom the student intern spends most of his or her time. This is typically a professional (MD, PhD, PA, and the like) who directs the student’s internship experience. This is the person who determines what the internship experience will involve. The Site Supervisor is the individual who indicates what the student will be expected to do, what the limitations of the experience will be, and what the expectations are relative to actual responsibilities on site. The Site Supervisor will determine the grade.*

# *The Program Director is the faculty member who oversees force registration into the course once the contract is signed (), reviews the time sheet and reflection paper and sends and collects the evaluation from the site supervisor regarding assignment of a final grade (P or F).*

# What is a time sheet?

# *The time sheet is a record of participation in the internship. It should list the dates and time spent at the internship site. Most student interns date each journal entry and indicate the number of hours spent on site. A note in the margin might read “9/1/18: 2 pm – 5 pm (3 hours, 15 hours total)”. That note refers to the 3 hours spent on site on 9/1/18 and shows a running total of 15 hours to date. Some site supervisors provide pre-formatted time sheets.*

# What belongs in the final report?

# *The final 2-3 page report provides students with an opportunity to reflect on their internship. It should summarize how well the objectives that were established at the beginning were met by the actual experience. The final report can include references to specific learning experiences, successes and failures, new insights, positive and negative aspects of the internship. It should be typed and double-spaced.*

# How is the time commitment related to credits earned?

| *Credits Earned* | *Total Time Commitment* | *Typical Schedule* |
| --- | --- | --- |
| *1* | *45 hours* | *3 hours/week for 15 weeks* |
| *2* | *90 hours* | *6 hours/week for 15 weeks* |
| *3* | *135 hours* | *9 hours/week for 15 weeks* |
| *4* | *180 hours* | *12 hours/week for 15 weeks* |

# What is the purpose of the evaluation?

# *The evaluation is designed to check on a student’s performance as an intern.*

# How is the final grade determined?

# *The grade is based on the recommendation from the site supervisor. The only grades that can be assigned for BMS 496 are P (pass) or F (fail).*

**BMS 496: Biomedical Sciences Internship**

# *Fall 20 \_\_\_\_󠄪 Spring 20 \_\_\_\_󠄪 Summer 20 \_\_\_\_*

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Person Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credits (please select one):

󠄪 1 credit (3 hours per week, 45 total hours)

󠄪 2 credits (6 hours per week, 90 total hours)

󠄪 3 credits (9 hours per week, 135 total hours)

󠄪 4 credits (12 hours per week, 180 total hours)

Work Site:

󠄪 On campus location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

󠄪 Off campus location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of the scope of the student internship duties:

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*All parties whose signatures appear on this form agree to the conditions specified above. The student understands that s/he will be expected to keep a time sheet and that a 2-3 page written report based on the internship experience must be submitted by the last day of classes to the program director before a pass/fail grade can be assigned.*

SIGNATURES:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BMS Program Director Date

Site Supervisor Information: (please print neatly)

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_