

## Internship Practicum Guidelines

### **Purpose**

To provide hands-on training experience for the graduate student whose master's degree will be in a specialized discipline such as Biotechnology, Forensic Genetics, Clinical Research Management or Lab Animal Science. The internship is an approved course (BMSC 5697) offered through the Department of Biomedical Sciences in the Graduate School of Biomedical Sciences and is a requirement for the aforementioned disciplines. Students will receive letter grades in the semester of graduation after complete the course requirements.

### **Duration and Time of Internship**

The internship will last a minimum of six weeks and a maximum of 26 weeks, depending upon the discipline. The student will be available five days a week from 8:00 a.m. to 5:00 p.m. unless otherwise specified by the internship site. The exact work schedule will be determined at each internship site.

### **Activities during the Internship**

During the internship, the faculty mentor, advisory committee, and site administrator(s) will assign the student responsibilities that have been previously agreed upon and approved. These duties will vary depending on the particular discipline. The student will work under the guidance and direction of an internship mentor at the site. This individual will be an employee of the internship site.

As part of the internship, the student will be required to keep a daily diary/log of his/her activities. The internship mentor will review and sign the diary/log each week. The diary/log will form part of the basis for the internship practicum report and must be submitted to the student's advisory committee along with the practicum report.

### **Proprietary Studies and Agreements**

If a student is involved with a proprietary study, the exact drug/therapy, etc. under study will not be identified in either the diary/log or the practicum report or any other student-generated document but will be designated by a code as approved by the internship mentor. The internship mentor will also be a member of the advisory committee and will review the practicum report to insure that the confidentiality of the study is maintained. In addition, before beginning the internship, the student will sign confidentiality agreements required at the internship site.

### **Advisory Committee and Internship Practicum Report**

Each student will be assigned a minimum three-person advisory committee. This committee will include the major professor and two other members of the graduate faculty of UNT Health Science center. The internship mentor will also be included on the committee, if he/she is not one of the three required individuals. It is the responsibility of the advisory committee to oversee the internship and report defense/approval.

The report will consist of a summary of the activities performed during the internship. Although the format may vary at the discretion of the student and his/her advisory committee, in general it will contain the following:

- 1) Background and literature review of the specialty under study;
- 2) Description of the internship experience. The diary/log should provide the basis for writing this section. Included should be descriptions of what the student did during the internship. This section is somewhat equivalent to the “materials and methods” section in a traditional thesis. Assuming the diary/log is clearly written, it could serve without change for this section of the report;
- 3) Results/Discussion. Description of any findings that were made. This section may be limited if the study is proprietary or if the study is ongoing. However, the student should discuss the reasons for the activities performed and how each relates to conducting or executing the study/work;
- 4) Literature citations;
- 5) Summary

The student should refer to the [GSBS Graduation website](#) for additional requirements for formatting or filing the report.

**The Public Seminar and Private Defense**

Each student must present his/her practicum work in a public seminar and then defend it before the advisory committee in private immediately following the public presentation. After submitting the report to the advisory committee, it is the student’s responsibility to schedule the public seminar and private defense. All members of the committee must be in attendance at both. Contact the graduate advisor’s office for assistance in arranging rooms for the seminar and defense. Arrangements should be completed at least 30 days prior to the seminar/defense and included on the Intent to Defend form filed in the GSBS Office of Admissions and Services.

*Revised 6/2011 CJL*