

Syllabus

GRDM-G791: Internship in Biomedical Science

Syllabus version for students completing their internship in the Business of Biomedical Sciences

Prerequisites: none

Instructor: Randy R. Brutkiewicz, Ph.D.

Indiana University School of Medicine, Graduate Division

Medical Science Building Room 207, 635 N. Barnhill Drive, Indianapolis, IN 46202-5120

Tel: 317-274-3441; Fax: 317-278-5211; Email: rbrutkie@iupui.edu

An internship course allowing incoming basic science doctoral graduate students enrolled in programs (minors, etc.) that require internships. Required as part of the Business of Biomedical Sciences doctoral minor. Permission of instructor required.

Specific Objectives for Student

- Identify key knowledge, skills, and attitudes central to completing work assigned as part of the assigned internship
- Develop and execute, in cooperation with a mentor, a plan to monitor one's acquisition of the key knowledge, skills, and attitudes identified.
- Demonstrate mastery of essential knowledge, skills, and attitudes through one's work performance, which will be documented through a self-reflection and a mentor reflection
- Create or contribute to tangible products as part of the internship that demonstrate the essential knowledge, skills, and attitudes central to the role assigned in the internship
- Demonstrate interpersonal and team skills required to complete the assigned tasks
- Develop critical thinking and professional skills (time management, communication, etc) that are required by a professional in an institution similar to the internship site

Time Requirements

This internship will involve the student spending between 15-20 hours per week actively engaged in projects, meetings, and activities related to the internship site's activities. Engagement with the work and the personnel of the site is one way learning is facilitated in this internship; thus, time on task and contact with colleagues is essential. The intern is expected to comply with any time and scheduling expectations set as part of the Mentor Agreement (see the attached memorandum) prior to the start of the internship. The internship will last eight (8) weeks. The intern is expected to:

- Engage in projects and tasks representative of similar projects and tasks that are part of the operation of the internship site
- Participate in team and/or project meetings as required

Internship Site

For the Business of Biomedical Science minor, the default internship site will be the IU Research and Technology Corporation. If another internship must be arranged, please contact the Graduate Division office as quickly as possible, so that a new site can be identified. For other programs/minors, or as necessary, an internship may be arranged through a dialogue between your program/minor advisor, you, and Dr. Brutkiewicz (the instructor of record for the internship).

Any site and goals for such an internship would have to be approved by your program/minor and the Graduate Division before the experience would begin.

Please be aware that some research sites (such as the IURTC) may be restricted in terms of who they can agree to serve as interns, based on issues such as U.S. citizenship, if required by the project. Both prospective interns and internship sites should discuss this in advance. If a person's status does affect the ability to be an intern at a particular site, the student should contact Dr. Randy Brutkiewicz as quickly as possible, so that an alternate site can be identified.

Before beginning an internship, both the student (prospective intern) and potential internship site and internship mentor(s) should discuss any requirements related to confidentiality, how intellectual property or proprietary knowledge will be handled, and agreements or conditions that must be met prior to beginning an internship.

Internship Mentor Agreement Form

- When a student and faculty mentor both agree that the student will perform an internship under his/her mentorship, both the student and the mentor complete and sign an Internship Mentor Agreement form. It is the student's responsibility to file this form with the IUSM Graduate Division by the beginning of the internship.
- The Form includes a request for a memorandum. This document should summarize the type of work, tasks, and interaction with individuals from the internship site, and should be attached to the Mentor Agreement Form

Evaluation - Forms and Deadlines

- *The Faculty Evaluation of Student Form* is to be completed by the internship mentor(s), discussed with (and signed by the mentor and) the student, and then returned Dr. Randy Brutkiewicz (minor representative) in MS 207 by the mentor(s) or via email – please do not give the form to the student to be turned in.
- *The Student Evaluation of Faculty Form* is to be completed at the end of the internship and then returned Dr. Randy Brutkiewicz (minor representative) in MS 207.

Course Assessments

As part of the course component of the internship, the student will be expected to complete the following:

1. **Evidence of knowledge and skills attained:** The student will work with their mentor to determine a permissible way for the student to share evidence from their internship work (respecting non-disclosure agreements, intellectual property, and other obligations) with the mentor, internship site leadership (as required), and the Graduate Division.

Students will be asked to submit a digital presentation that:

- Overviews the goals and requirements set by the student and the mentor for the internship
- Provides evidence of meeting these goals through samples or documentation of their work
- Provides context for samples that present what the student learned (knowledge, skills, and (professional) attitudes) as a cohesive narrative.

The student will submit the plan to the minor advisor by the end of the second week of the internship, and submit the final product one week before the end of the internship.

Recommended formats for a final presentation include: recorded slideshow, PDF portfolio, or website. Other formats can be proposed, but should be approved by the minor advisor.

2. **Reflection on and integration of the internship experience:** Students will write a two-to-three page experience paper which will be due at the end of internship to the Graduate Office (to the attention of Dr. Brutkiewicz). The student will describe the knowledge, skills, and attitudes that s/he intended to acquire in the internship (as agreed upon with the mentor). Next, the student will describe the tasks/assignments s/he was assigned, and how s/he completed these tasks. Finally, the student will reflect on her/his achievement of the stated goals for the internship, how well s/he completed the assigned tasks/assignments, areas for potential improvement, and how s/he can integrate what s/he learned into her/his future career.

Note to Mentors

- Please do not end the internship earlier than indicated on the memorandum attached to the Mentoring Agreement, without consultation with the IUSM Graduate Division
- If there are situations that indicate the internship should be terminated early, please contact Dr. Randy Brutkiewicz prior to communicating with the student about this.

Grades and Grading Criteria

Student enrolled in a degree-earning graduate program must have a minimum overall 3.0 graduate GPA. For any program that this practicum experience may be required (including the Policy Analysis for Biomedical Sciences doctoral minor), a minimum grade of B is required.

Grading Scale

Letter grade	Percentage
A+	97-100
A	93-96.99
A-	90-92.99
B+	87-89.99
B	83-86.99
B-	80-82.99
C+	77-79.99
C	73-76.99

Students Requiring Accommodation

Students needing accommodations because of disability will need to register with Adaptive Educational Services and complete the appropriate forms issued by AES before accommodations will be granted. The AES office is located in Taylor Hall, UC 100. The office can also be reached by calling 274-3241.

Counseling and Psychological Services

If you have a mental health condition or other circumstance that may affect your ability to succeed in this course, please be proactive in receiving help. Our campus offers many services to assist you during such times through Counseling and Psychological Services (CAPS) 274-2548; <http://life.iupui.edu/caps/>.

Cheating and Plagiarism

Students are instructed to make themselves aware of University regulations concerning plagiarism, the maintenance of academic honesty, and the definitions of unacceptable behavior and cheating. Academic misconduct of any sort will not be tolerated and will be dealt with as outlined in the *IU/IUPUI Code*, which can be viewed at: <http://www.iupui.edu/code/>

Please also remember that IUSM graduate students have signed the IUSM Honor code: <http://medicine.iu.edu/documents/HPP/SOMHonorCode.pdf>

Academic misconduct is defined as any activity that tends to undermine the academic integrity of the institution. The university may discipline a student for academic misconduct. Academic misconduct may involve human, hard-copy, or electronic resources.

Policies of academic misconduct apply to all course-, department-, school-, and university-related activities, including field trips, conferences, performances, and sports activities off-campus, exams outside of a specific course structure (such as take-home exams, entrance exams, or auditions, theses and master's exams, and doctoral qualifying exams and dissertations), and research work outside of a specific course structure (such as lab experiments, data collection, service learning, and collaborative research projects). The faculty member may take into account the seriousness of the violation in assessing a penalty for acts of academic misconduct. The faculty member must report all cases of academic misconduct to the dean of students, or appropriate official. Academic misconduct includes, but is not limited to, the following:

1. Cheating

Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.

- a. A student must not use external assistance on any "in-class" or "take-home" examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
- b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advance authorization from the instructor to whom the work is being submitted.
- c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet. A

student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student's individual work.

- d. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
- e. A student must not steal examinations or other course materials including, but not limited to, physical copies and photographic or electronic images.
- f. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.
- g. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

2. Fabrication

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

3. Plagiarism

Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge.

What is considered "common knowledge" may differ from course to course.

- a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
- b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
 1. Directly quoting another person's actual words, whether oral or written;
 2. Using another person's ideas, opinions, or theories;
 3. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
 4. Borrowing facts, statistics, or illustrative material; or
 5. Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

4. Interference

A student must not steal, change, destroy, or impede another student's work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student's grade or the evaluation of academic performance. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

5. Violation of Course Rules

A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. Facilitating Academic Dishonesty

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

Potential consequences for academic misconduct:

If the instructor has information that one of his/her students committed an act of academic misconduct, the faculty member will hold an informal conference with the student. The conference will be prompt and private. If the faculty member concludes that the student is responsible for the misconduct, then the faculty member will impose an appropriate academic sanction (i.e., lower or failing grade on the assignment, assessing a lower or failing grade for the course). Students are reminded of the code of conduct form that they signed upon joining the IUSM and that their actions may be subject to additional scrutiny by the IUSM Graduate Division. See also: <http://www.iupui.edu/code/>