

**Department of Biology**  
**Ball State University**  
**Bio 369/669 Internship, BIO 394/694 Practicum in Biotechnology**  
**Minimum Standards for Student Participation**

The following minimum requirements need to be met prior to participating in a Biotechnology Internship/Practicum through the Department of Biology. Deviation or exceptions require approval by the Internship Coordinator.

1. Students should have a GPA of at least 2.75 overall, and a GPA of 3.0 in courses offered by the Department of Biology.
2. Undergraduate candidates should have completed their sophomore year.
3. Undergraduate candidates must have completed the following core requirements of the biology curriculum: Bio 111, 112; Chem 111, 112, 231; Physics 110; and Bio 215/655.

**Student guideline for Participation**

1. The intern must meet with a Biotechnology faculty member prior to the internship to determine if (1) the intern meets minimum requirements, and (2) the internship qualifies for the credit.
2. The intern must complete the necessary forms before receiving permission to enroll for internship credit. Permission will not be granted until the Internship Coordinator signs the enrollment form.
3. The intern will be expected to enroll in Bio369 (undergraduate) or Bio669 (graduate). Internships are paid positions. For unpaid positions, students should register for Bio394 (undergraduate) or Bio 694 (graduate) Practicum in Biology.
4. Students who do not have internship possibilities must meet with a Biotechnology faculty member or Internship coordinator to arrange a Practicum. Students must inform the Internship Coordinator of their Internship/Practicum plans well before the beginning of the internship period.

All procedures and policies for Bio 369 and 669 apply for Bio 394 and 694. Up to 6 hours of credit may be earned in Bio 369 and up to 3 for Bio 394, depending on the length and quality of the internship. Each hour of credit requires at least 40 hours of work on the internship.

## **Bio 369/669 (Internship), 394/694 (Practicum) Course Requirements**

1. Complete an internship application. Completed application forms must be on file with Biotechnology Program before permission will be given to enroll in Bio 369/669, or 394/694.
2. Provide work site supervisor with forms to evaluate work midway through and at the end of the internship.
3. Complete the Student Evaluation form and final written report at the conclusion of the internship/practicum.