



## Biotechnology Internship Procedure

### Mission

The Biotechnology Program considers improving professional practice as one of its fundamental goals. For that reason, we grant academic credit (4 credits) to eligible students who complete a 200-hour internship, in lieu of the thesis or capstone, related to the biotechnology field.

### Eligibility

After completing a minimum of 32-degree credits, meet with Dr. Denkin to discuss how an internship is critical to your biotechnology career plans and preliminary internship ideas.

The internship must be completed within the biotechnology industry or at a field-affiliated institute (i.e. hospital). Your current place of employment is an option provided the internship falls well outside your current job responsibilities and/or department.

### Approval and Registration

Once a suitable opportunity is determined, complete the Internship Application form and schedule a phone or Zoom appointment with Dr. Denkin to obtain approval. The object of this approval process is to determine the academic merit of the internship. We need to ensure that it will be a value-added experience, that the responsibilities are at a high level, and the work specifically relates to the field. Please write a 3-5 page explanation of your plans for your internship. Your explanation will include the following questions.

- 1) Where will you complete your internship?
- 2) Who could serve as your internship site supervisor and explain how their expertise aligns with your internship interest?
- 3) What project(s) will you work on (briefly explain)?
- 4) How has each elective course you've taken thus far prepared you for this potential internship?
- 5) What are you most eager to learn during the course of your internship?
- 6) How will these newly acquired/learned skills influence your career direction?

Once the internship is approved, Dr. Denkin will submit the form to the ALM Advising Office to begin the registration process. You will then be emailed the registration information once it is confirmed that you have been accepted as an intern. Please be in constant communication with Dr. Denkin about your date of hire for internship.

You register for the internship after you receive a letter of authorization from the dean of academic programs. The timeline for registration follows the same calendar as all our other courses, but you need to have your project approved by:

- July 1 to register in fall
- November 1 to register in spring
- April 1 to register in summer

### Student Responsibilities

Weekly internship updates must be submitted via email to: [denkin@fas.harvard.edu](mailto:denkin@fas.harvard.edu). The weekly updates should be emailed by 5pm Sunday for the activities of the previous week (updates will be reviewed each Monday). Updates should include information about how many hours were spent on the internship that week, what type of work was done, notes of interest, general thoughts about the work, etc. Updates should be written in a clear and concise manner, but there is no requirement about how they are formatted.

When the internship is concluded, a full summary report of the internship should be submitted via email. The summary should include not only an overall report of the activities conducted during the internship, but also your impressions of the institution, insights you may have learned that are not necessarily internship-related, and your recommendation about the site's worthiness for future internships. Your summary report is kept confidential from the host institution.

### Final Paper and Letter from the Internship Supervisor

In addition to the submission of weekly progress reports, the internship requires a 20-page summary of your experience and achievements. The final grade is determined jointly by the internship-site supervisor and Dr. Denkin. You'll also be required to submit a poster presentation at the thesis forum. In addition, your internship supervisor must submit a letter confirming the organization, internship job title, start and end dates, number of hours worked, internship responsibilities, and how well you did the job. The letter should be sent directly to Dr. Denkin ([denkin@fas.harvard.edu](mailto:denkin@fas.harvard.edu)). He will review your report as well as the internship supervisor's letter and issue a letter grade for your internship (grade of B- or higher is required).



# HARVARD EXTENSION SCHOOL

Office of ALM Advising and Program Administration, 51 Brattle Street, Cambridge, MA, 02138

## Biotechnology Program Internship Application Form

STUDENT INFORMATION			
Last/Family/Sur name(s)		First/Given name(s)	Middle name(s)
E-mail			Day time phone number
Current employment status (part-time, full-time, not working)		Current employer	

INTERNSHIP INFORMATION			
Internship organization			
Internship job title			
Start date	End date	Hours per week	Total hours intended
Internship responsibilities (use a separate page if necessary)			
Student's signature _____ Date _____			

### This section to be completed by the internship supervisor

INTERNSHIP SUPERVISOR INFORMATION		
Last/Family/Sur name(s)		First/Given name(s)
		Middle name(s)
Title		
Length of time at present position	Work address	
Day time phone number		
E-mail		
I have read the above plan and agree to serve as supervisor for this 200-hour biotechnology internship. Additionally, I will be paid a (\$550) stipend, as appropriate, by the Harvard Extension School.		
Internship supervisor's signature _____ Date _____		

### This section to be completed by the biotech administrator with authority to approve internships

BIOTECHNOLOGY ADMINISTRATOR INFORMATION		
Last/Family/Sur name(s)		First/Given name(s)
		Middle name(s)
Title		
Biotechnology administrator's signature _____ Date _____		

### This section to be completed by the Biotechnology Program Director/Internship Coordinator

I approve the internship plan as stated above.	
Steven Denkin's signature	Date