

## BIOL 3610: Credit for your Internship/Professional Experience

### Step 1: Secure an Internship or Professional Experience

To locate internship opportunities see GoldPASS *powered by Handshake* <http://goldpass.umn.edu/>

#### Your experience will qualify if:

- You will spend at least 150 hours in the experience
- Your internship must match your academic or career goals with opportunities in industry, non-profit organizations, and government agencies.
- Position must be biology-related (in the broadest sense, includes most healthcare internships)
- You will begin and complete your hour requirements within the academic term you are receiving credit

### Step 2: Gain Approval for your Internship

Follow these instructions CAREFULLY to gain approval of your internship prior to registration for the internship course. After your site supervisor and course instructor approve your internship (through the GoldPASS *powered by Handshake* system), you will receive a permission number by email that allows you to register. Please register immediately upon receiving your permission number.

1. Schedule an appointment with the Instructor of BIOL 3610, Kasey Johnson, here: <https://cbs.umn.edu/info/undergraduate/students/careersupport> or call 612 624-9717.
2. Log into (or create) your GoldPASS account at <http://goldpass.umn.edu>.
3. Click on “**Career Center**” on the upper right side and select “**Experiences**” from the drop-down menu
4. Click on “**Request an Experience**” on the top right then for Experience type, select the course you are taking: “BIOL 3610 Internship-Professional Experience in Biological Sciences
5. Follow the prompts to complete ALL the questions as best as you can.
6. Enter your e-signature and click on the green button called “Request Experience” to submit your Experience Form.

Review the course syllabus attached in GoldPASS to write your learning objectives. Below are descriptions of each learning objective category. Use these to help you develop your specific learning objectives. Pick 3 from the following list.

- **Applying academic concepts:** Objectives for applying academic concepts should relate to what you’ve learned in the classroom or laboratory and how that is applied in the work world.
- **NACE or AAMC Competency/Skill Development:** Competency objectives should relate to skills and techniques that you want to learn or improve during the internship.
- **Career Management:** Objectives related to career development should address topics that help you learn more about a specific occupation, organization, or career goal.
- **Personal Development:** Everyone has their strengths and weaknesses. Use your internship to improve on an aspect of your work style, clarify your work values, or improve your interpersonal and employability skills.

### Step 3: Approve Your Learning Agreement

- Under Learning Objective Approvals, there is a green ‘approve’ tab under the word ‘Student’. Click this button to approve your application in order to prompt the system to alert the BIOL 3610 instructor that you wish to take the course. Once the instructor approves your application, your supervisor at your internship site will be prompted to approve your learning agreement.
- Be sure to tell your site supervisor to watch for the e-mail requesting their approval of the agreement. After the instructor approval is received, the form will be routed to your site supervisor for approval.
- Be sure to allow time for the approval process prior to the beginning of the course. Be advised, this can take a week.

### Step 4: Register!

As soon as approvals from your site supervisor and BIOL 3610 instructor are received, you will receive a permission number by email that will allow you to register for the course. You must register for the course immediately to begin required activities for the course.

### Questions?

**About your internship/professional experience itself:** Kasey Johnson, [kaseyj@umn.edu](mailto:kaseyj@umn.edu)