



UNIVERSITY of NORTH TEXAS
HEALTH SCIENCE CENTER *at Fort Worth*
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Graduate School of Biomedical Sciences

Internship Practicum Guidelines

Function:

To provide a hands-on training experience for the graduate student whose Master's degree will be in a specialized discipline, such as biotechnology, forensic genetics, medical science, or science education. The internship is an approved course (BMSC 5920) offered through the Department of Biomedical Sciences, Graduate School of Biomedical Sciences and is a requirement for certain Master's degree programs. Students will receive letter grades after completing the course.

Duration and Time of the Internship:

The internship will last a minimum of 6 weeks and a maximum of 26 weeks, depending on the discipline. The student will be available 5 days a week, from 8:00 a.m. until 5:00 p.m. The exact work schedule will be determined at each internship site.

Activities during the Internship:

During the internship, the faculty mentor, graduate faculty 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 Master's program. The student will work under the guidance and direction of an *Internship Mentor* at the internship 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-off on the log each week. The diary will form part of the basis for the student's thesis and must be turned in to the student's advisory committee along with the thesis.

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 or the thesis 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 student's advisory committee and will review the thesis to ensure that the confidentiality of the study under question will be maintained. In addition, before beginning the internship, the student will sign confidentiality agreements required at the internship site.

The Student's Advisory Committee and the Internship Practicum Report

Each student will be assigned a minimum three-person Advisory Committee. This committee will include the major advisor and two other members of the graduate faculty of UNTHSC. 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:

- ❖ Background and Literature Review of the Specialty Under Study.
- ❖ Description of the Internship Experience.
The diary 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 Materials and Methods. Assuming the diary is clearly written using GLP, it could serve without change for this section of the thesis.
- ❖ 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.
- ❖ Literature Citations.
- ❖ Summary.

The student should contact the graduate school for additional report/graduation requirements.

The Oral Defense

Each student must present his/her practicum work to the public and then defend it in front of the Advisory Committee in private immediately after the public presentation. After submitting the report to the Advisory Committee, it is the student's responsibility to set up his/her oral defense. All members of the committee must be in attendance. In addition, the CRM and BIOT students should contact Ms. Carolyn Polk in the Graduate School of Biomedical Sciences to reserve rooms for the seminar and defense. FGEN students contact Ms. Carolyn Bannon in the the Department of Cell Biology and Genetics to reserve rooms for the seminar in defense. Arrangements should be completed at least 30 days prior to the defense and submitted on the Intent to Defend form.

Revised July 2005