

C&S BIO 195 On-Site Supervisor Info Sheet

Student Info

Name: _____ Major: _____

Email: _____ Term Taking 195 Course (e.g. Fall 21): _____

Instructor of Record/Supervising Faculty Member for 195 Course: _____

Do you intend to use your internship experience/C&S BIO 195 course towards completion of your Capstone project? (Y/N) _____

On-Site Supervisor Info

Name: _____ Title: _____

Company/Organization _____ Email: _____

Phone: _____

Internship Details

Intern Title/Role (if applicable): _____ Start Date: _____

End Date: _____ Hours/Week: _____ Total Expected Hours for Term: _____

Description of Work/Tasks/Project to Be Completed (if not clearly specified in offer letter):

Please specify the goal of the project/internship assignment.

C&S BIO 195 Course Description

Tutorial, 8 hours. Limited to juniors/seniors. Supervised internship under guidance of a faculty mentor. Further supervision to be provided by organization for which students are doing internship. Students may be required to meet on regular basis with instructor and provide periodic reports of their experience. Culminating report/project required. May be repeated for credit. A maximum of 4 units of 195 can be applied toward the major. Individual contract required. Pass/No Pass grading.

Expectations for Internship Site Supervisor

- Internship Site Supervisor will sign Internship On-Site Supervisor Info Sheet prior to student enrolling in C&S BIO 195 course.
- Internship Site Supervisor will supervise student during course of internship, providing ongoing guidance and feedback.
- Internship Site Supervisor will complete and sign On-Site Internship Supervisor Evaluation Sheet and submit to casb@lifesci.ucla.edu at end of term. Form will be shared with the faculty of record for the 195 course and used to help assign a Pass/No Pass grade.
- Internship site is responsible for providing student with all equipment and resources needed to successfully conduct internship.
- Internship site understands that student will be required to submit 2-3 page project write-up to supervising faculty member to receive credit for C&S BIO 195. If utilizing internship experience to satisfy Capstone requirements, student will be required to complete a presentation, poster, and thesis paper related to their internship experience in C&S BIO M187: Research Communications.

I understand the expectations of an Internship Site Supervisor (Initial) _____

Contact

Please contact the Academic Counselor for the Computational & Systems Biology Interdepartmental Program if you have any questions:

Annelise Werhel

casb@lifesci.ucla.edu

310-825-5152

On-Site Supervisor Signature _____

Date _____