

## **A Guide to Microbiology Student Internships**

### **What Qualifications Does an Intern Have?**

Must have completed one prior semester of MIBO 4960R and have a 3.0 GPA. There are no specific pre-requisite courses, however, some companies might expect you to have completed a certain course before starting work, some may require that you shadow in the company before they will allow you to work there for credit, and others may have no special requirement at all. It is possible for students to start working in an internship as early as their sophomore year.

### **How Have Past Employers Utilized Interns?**

Some employers use interns as high-quality temporary workers to fill in for vacationing, regular employees. Others assign the intern to special projects that regular workers have not had time to do. Depending on employer size and preferences, the intern may be rotated among departments or may work exclusively within one area during the internship period.

### **How Many Hours Does an Intern Work?**

Students are required to work a **minimum** of 12 hours a week.

### **What are the Intern's Responsibilities?**

In addition to the work performed, students are required to have a faculty member mentor throughout the course of the internship term, in which they meet weekly or bi-weekly to discuss the internship. Students are also required to submit a typed report at the end of the semester describing their project, background information on the scope of the project, and outlining the experimental approach, results and discussion of the project. The report must be submitted by the last day of exams of the semester of the internship.

### **What are the Employer's Responsibilities?**

The primary concern is that an employer provides a meaningful work experience for the intern, in which the student will be able to apply what has been learned in school to practical, real-world situations. The only administrative requirement is that the employer complete a short one-page supervisory report near the completion of the internship which is emailed in an easy-to-use electronic survey. This report is used in assessing the grade the student receives for the internship. Of course, the employer is also responsible for compensating the intern for work performed, if they so choose.

### **How Do Employers and Interns Find Each Other?**

Students should arrange internships on their own. We will provide a list of companies that have a standing within the department and are possible to work with. If students want to pursue a company not on the list, they will need receive approval to work with the company through Dr. Jennifer Walker, [jrswalk@uga.edu](mailto:jrswalk@uga.edu). Some employers want to select their interns from only a few referred students, while others prefer to consider several candidates for each opening. Similarly, some employers conduct on-campus interviews, and others rely on phone interviews or office visits prior to making their selections. Every effort is made to facilitate the process individual employers want to use.

### **How Much are Interns Paid?**

It is the company's discretion for salary rates. The internship can be paid or unpaid from the student's end to receive academic credit.

### **What Are the Dates for the Internship Program?**

Students must enroll for internship credit for the same academic term in which they are employed. Although most students do internships during the summer, they are not restricted to that time only. The approximate times when internships might be scheduled include:

- Spring Semester
- Summer Semester
- Fall Semester

### **How Do Employers Apply to Get an Intern?**

Employers can indicate their interest in the internship program in many ways. A letter, email, or phone call expressing interest is also acceptable. Dr. Jennifer Walker is the Microbiology Undergraduate Coordinator. She is available to answer questions or provide additional information. Contact her by phone at [706-542-0947](tel:706-542-0947); by email at [jrswalk@uga.edu](mailto:jrswalk@uga.edu); by mail at 327 Biological Sciences Department of Microbiology Athens, GA 30602.

### **How Do Students Apply for an Internship?**

Students should fill out an application form and submit other required materials in the online internship packet that is provided via the website.

The application form, as well as complete details about course requirements and deadlines, is available through the website. Questions should be addressed to Dr. Jennifer Walker, [jrswalk@uga.edu](mailto:jrswalk@uga.edu) the undergraduate coordinator.