

## Biotechnology Internship Checklist BSC2945C

<http://www.palmbeachstate.edu/programs/biotechnology/courses/internship-course.aspx>

Syllabus: <https://www.palmbeachstate.edu/pf/Faculty.aspx?staffemailid=gorgevsa>

<b>Instructor Name:</b> Dr. Alexandra Gorgevska	<b>Instructor Phone #:</b> 561-207-5003	<b>Instructor Email:</b> gorgevsa@palmbeachstate.edu
<b>Student Name:</b>	<b>Student Phone #:</b>	<b>Student Email:</b>
<b>Internship Site:</b>	<b>Internship Supervisor:</b>	<b>Supervisor Phone/ Email:</b>

Task	Due Date			Completed on Time?	Pts Earned	Pts Poss	
	Week	Date	Hours (min 20)				
1	Internship Resume (with 3 references listed)			Upon registration	-	x	
2	Course Registration				-	x	
3	Agreement					5	
4	Hire Paperwork				-	x	
5	Start Date				-	x	
6	End Date				-	x	
7	Scope					45	
8	Attendance: Timesheets Weekly to Dr. Gorgevska (details, real hours);			Week	Date	Hours (min 20)	320
9				1			
10				2			
11				3			
12				4			
13				5			
14				6			
15				7			
16				8			
17				9			
18				10			
19				11			
20				12			
21				13			
22				14			
23				15			
24				16			
25	Photo of Work in Progress					20	
26	Demonstration Video					40	
27	Create LinkedIn Profile. Must connect to Dr. G. and all Biotechnology Program Faculty. Must connect to 3 key biotech people (that can help you & are not PBSC)					20	
28	SOP Assignment					50	
29	Written Testimonial					20	
30	Student Evaluation <a href="http://www.palmbeachstate.edu/programs/biotechnology/Documents/studevaluation.pdf">http://www.palmbeachstate.edu/programs/biotechnology/Documents/studevaluation.pdf</a>					10	

	Task	Due Date	Completed on Time?	Pts Earned	Pts Poss
31	Supervisor Evaluation <a href="http://www.palmbeachstate.edu/programs/biotechnology/Documents/BiotechnologyInternshipSupervisorEvaluation.docx">http://www.palmbeachstate.edu/programs/biotechnology/Documents/BiotechnologyInternshipSupervisorEvaluation.docx</a>	DUE: STUDENT: on _____, send your supervisor the link and have them send Dr. Gorgevska the completed form directly.			30
32	Text & Images for Flyer	(3 weeks before seminar) Date:			20
33	Seminar Slides Due to Dr. Gorgevska	(1 week before seminar) Date:			100
34	Seminar Rehearsal (SC214 with Dr. Gorgevska)	(1 week before seminar) Date:			10
35	Seminar				100
36	PBSC/LSSF Poster Sent to Dr. Gorgevska				40
37	Poster due to printshop (minimum of 1 week prior to due date)	Email your poster (cc Dr. Gorgevska) as a 48x36' pdf to: <a href="mailto:northsupportcenter@palmbeachstate.edu">northsupportcenter@palmbeachstate.edu</a> & put "Biotech Poster Symposium" in the subject line. You must pick up your poster at the circulation desk.			40
38	Deliver poster to Dr. Gorgevska				30
39	PBSC Student Poster Symposium Presentation	No attendance required. Dr. Gorgevska will post your poster at the event.			40
40	LSSF Conference Submission	Spring each year			40
41	Professional Resume/CV	(by Seminar Date)			20
42	Grade Submitted	End of each term, GRADES DUE by 6PM (Initial Grade = Incomplete. Will change grade upon completion of seminar)		0	1000