BSBT-GEN Internship Course Syllabus

Course Title: BSBT Internship

Course Number: BSBT 6939

Course Information: Variable credit course (3–6 credits), typically taken in the second year of the Biomedical Sciences and Biotechnology (BSBT) MS program.

Course Faculty:
Hannah Hathaway, PhD (she/her)
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Office: Fitzsimons Building, Room 5000H (in the Graduate School office suite)

Format: As defined by internship site: either in-person, hybrid, or remote

Office Hours: By appointment. Please schedule using Bookings:
https://outlook.office.com/book/BSBTInternships1@cuanschutz.edu/

Course Overview
The BSBT Internship course is designed to provide students with practical, hands-on experience in a biomedical or biotechnology-related setting. This experience allows students to apply their academic training to real-world projects, develop professional skills, and explore career interests. Internships may take place in academic labs, start-ups, clinical research organizations, government agencies, or established biotech and pharmaceutical companies. Students complete the internship under the guidance of an on-site mentor and with oversight from the course director.

Course Objectives
By the end of the course, students will be able to:

- Apply foundational knowledge in biomedical sciences to a professional internship setting
- Demonstrate initiative, professionalism, and accountability in a workplace environment
- Communicate effectively about scientific or technical work, both in writing and orally
- Reflect on skills gained, challenges faced, and professional goals through structured assignments

Course Outline

Date	Activity	Description
Start of internship	Internship plan approval	Create your internship plan with your mentor, and submit for approval to the Course Director
Within 2 months	Annotated Bibliography	Submit a summary of at least 10 papers related to your internship project
Midpoint	Midpoint check-in	Submit midpoint evaluation and brief reflection to your committee
Before end of internship	Resume preparation	Meet with the Course Director to review your resume, and then submit an updated version of your resume
End of internship	Oral presentation and written report	Submit written report, complete oral presentation and exam, and complete mentor evaluation in Canvas

Course Technology
Assignments and evaluations will be submitted via Canvas. Communication will primarily occur through email and Canvas announcements.

Course Communication
Students are encouraged to reach out to the course director with any concerns or questions. Email is the preferred method of communication. Students should expect a response within 2 business days.

Required and Optional Readings
No required textbook. Readings or resources may be recommended based on individual internship projects or professional development needs.

Evaluation and Assessment
Students are assessed on the following components:

- Completion of required internship hours (minimum 150 hours for 3 credits; 300 hours for 6 credits)
- Professionalism and engagement, as evaluated by the mentor
- Timely submission of required forms and assignments in Canvas

- Final written report of internship project
- Oral presentation and exam with Internship Committee

Grading
This course is graded with standard letter grades. Students must earn at least a B- (80%) to pass the course.

Grading Scale:

Letter Grade	Percent
A	94–100%
A-	90–93%
B+	87–89%
B	84–86%
B-	80–83%
C+	77–79%
C	74–76%
C-	70–73%
D+	67–69%
D	64–66%
D-	60–63%
F	0–59%

Assignment Weights:

- Internship performance: 10%
- Oral presentation and exam: 50%
- Written report: 30%
- Mid-internship check-in: 5%
- Resume review meeting and updated resume: 5%

Exams
The two primary assessments for the Internship course are the written report and the oral presentation and exam. These must be completed no later than two weeks before the end of the semester in which you intend to graduate. Students are responsible for completing all paperwork required for graduation by the deadlines specified by the Graduate School; these are posted on the Graduate School website.

To be eligible to complete the oral presentation and written report, students must submit the following documents to the Graduate School no later than four weeks before their scheduled oral exam date:

1. **Exam Request Form**
2. **Application for Candidacy**

More information about these forms and their deadlines can be found on the Graduate School's website at: https://graduateschool.cuanschutz.edu/forms-resources/resources

Oral Presentation and Exam
The oral exam consists of a 30-minute presentation summarizing your internship project. Your presentation should include the background and significance of your project, the hypothesis you are testing or the problem you are solving, your approach and methods, results with appropriate data analysis and visualization, conclusions, and future directions. Following the presentation and audience questions, you will have a closed-door meeting with your internship committee. During this session, your committee may ask clarifying questions and will then meet privately to determine your final course grade.

Written Report
The written report is formatted similarly to a scientific paper and must follow the Graduate School Formatting Guidelines for Theses and Dissertations. The report should be approximately 30 pages, double spaced, excluding references. Detailed expectations and a grading rubric are available in the Canvas course, along with example reports from past students.

Internship Committee Requirements
Each student must form an Internship Committee consisting of three members:

- The internship mentor
- Two additional members with terminal degrees (PhD, MD, PharmD, MBA, etc.) who are experts in their field

At least one of the committee members must be a faculty member at CU Anschutz. It is the student's responsibility to identify and secure the participation of these committee members. The committee must be finalized within one month of completing the internship, and students must submit the appropriate assignment on Canvas to document their committee.

Other Course Statements

Course Agreements and Expectations
This course is designed to support your growth as a biomedical professional. Students are expected to demonstrate integrity, respect, and professionalism in all internship-related communications and activities.

Professionalism includes:

- Communicating clearly, respectfully, and responsively with your internship mentor and the course director
- Being on time and present during expected hours at the internship site
- Meeting deadlines and completing agreed-upon work in a timely manner
- Proactively notifying your mentor if conflicts arise that affect your ability to meet expectations

If any challenges or concerns arise during your internship, you are expected to reach out to the course director as soon as possible so that appropriate support can be provided.

Diversity Statement
We strive to create a learning environment that welcomes and values diverse perspectives and experiences. We acknowledge that diversity, equity, and inclusion are essential to advancing science and improving healthcare.

Student Names and Pronouns
Students are encouraged to share their preferred name and pronouns. Faculty will do their best to honor these consistently and respectfully.

Accessibility Statement
The University of Colorado Anschutz Medical Campus is committed to providing equitable access to programs for students with disabilities. Students requiring accommodations should contact the Office of Disability, Access, and Inclusion.

Academic Dishonesty:
Students are expected to know, understand, and comply with the ethical standards of the university, including rules against plagiarism, cheating, fabrication and falsification, multiple submissions, misuse of academic materials, and complicity in academic dishonesty. For suggestions on ways to avoid academic dishonesty, please see the Academic Honesty Handbook: https://clas.ucdenver.edu/faculty-staff/policies-procedures/handling-academic-dishonesty/definition-academic-dishonesty

Use of Generative AI:
Students must be honest and transparent about their use of Generative AI (such as ChatGPT), and must cite all use of Generative AI in assignments. You are not permitted to use Generative AI to write your Annotated Bibliography, nor is it permitted to write your written report. For more information, refer to the Graduate School policy on the use of Generative AI: https://graduateschool.cuanschutz.edu/forms-resources/generative-ai-guidance.

Other Program Policies
Refer to the Graduate School policies and the BSBT Program Handbook. for information on academic integrity, leave of absence, and other relevant policies.

Student Support
CU Anschutz offers a range of student support services.
Visit https://www.cuanschutz.edu/student\. for more information.