

Biotechnology Industrial Experience (BIOTC 275)

California State University, Fresno

CHECKLIST FOR INDUSTRY SPONSORS

For assistance, contact the Biology Department Office at California State University, Fresno at 559-278-2001 and ask for a Biotechnology Program Director.

Program Directors: Dr. Alice Wright or Dr. Shirley Kovacs

Planning the Industrial Experience

- Plan and develop an industrial experience opportunity for biotechnology graduate students with the company's goals and the student's needs in mind; Formulate learning objectives for the student working at your company or organization by outlining the specific objectives in writing. The outcomes of the industrial experience should include the following:
 1. Skill Development: learning skills such as writing, verbal communication, research, organizational, computer, interpersonal, teamwork, presentation, and leadership.
 2. Broader Knowledge: understanding the workplace, operating procedures, the company and its products, how the firm competes, and other organizational knowledge such as new applications or skills.
 3. Career Awareness: Industrial experience often provide the opportunity to explore corporate work as distinct from academic work.
 4. Personal Development: A major benefit of work experience is the development of self-confidence and constructive work habits.

- Contact the Biotechnology program at Fresno State about possible internships and industrial experience opportunities; update the program with any changes or concerns

- Interview and choose a biotechnology graduate student for the industrial experience opportunity; make sure the student or you, or both, have notified the Biotechnology Program about the student's involvement at your company or organization

Important Parts of a Student's Industrial Experience and Evaluation

- Provide an orientation to the student within the workplace (See details on the following page about what information should be included during the orientation)

- Monitor the student's performance during his or her experience. If any concerns arise, please notify the Biotechnology Program.

- Complete the Industrial Experience Evaluation Form for Sponsors. Your evaluation of the student's performance at the end of the internship is necessary for the student to

receive academic credit. The evaluation form should be included in this packet or you can contact the Biotechnology Program advisor or representative for the form.

- If possible, attend the student's presentation of his or her industrial experience on the Fresno State campus during the appropriate semester.

Questions to Address during the Student Orientation

- Explain the mission of the organization.
 - ▶ How did the mission of the organization start and what is its current mission?
 - ▶ What is unique about your product(s) or service?
 - ▶ What are the objectives of the organization?

- Explain the organizational structure.
 - ▶ Who reports to whom?
 - ▶ Who is the student's supervisor?
 - ▶ How are decisions made?
 - ▶ Which personnel can answer different types of questions?

- Outline organizational rules, policies, decorum, and expectations.
 - ▶ Is there specific industry jargon?
 - ▶ What are specific work standards and procedures?
 - ▶ What are the determined hours the student will be working? Breaks?
 - ▶ If student is being paid, when will they receive their paycheck?
 - ▶ What are access times to the supervisor (days, times and duration)?
 - ▶ How do the mail and phone system work?
 - ▶ What are the safety regulations?
 - ▶ Is there a procedure for signing off completed work?
 - ▶ What periodic forms or reports need to be completed?
 - ▶ Are there deadlines or timelines that the student should know?
 - ▶ What are the confidential or security issues?
 - ▶ What is appropriate attire – dress code?
 - ▶ How should the student's work area be maintained?
 - ▶ Where are the restrooms and staff area located?
 - ▶ What are the company's policies and procedures on harassment, discrimination and sexual harassment in the workplace?

- Define the student's responsibilities.
 - ▶ What is the student's role?
 - ▶ What resources are available to the student and where are they located?
 - ▶ What training is necessary?
 - ▶ How does the business want the student to deal with clients and vendors?
 - ▶ Do other employees understand the role of the student?

- Monitor the student's adjustment and understanding of what is expected.
 - ▶ Make yourself available.
 - ▶ Provide feedback and constructive criticism.
 - ▶ Encourage the student to ask questions.