

Biotechnology Industrial Experience (BIOTC 275)  
*California State University, Fresno*

**CHECKLIST FOR GRADUATE STUDENTS**

For assistance, contact the Biotechnology Program Director or the Program Coordinator in person to discuss your questions or concerns. For contact information, please contact the Biology Department Office for more details, 559-278-2001.

**Before you enroll and begin your internship:**

- Obtain an internship that qualifies for the Biotechnology Industrial Experience requirement (BIOTC 275). Consult the Program Director about your internship and enrollment for BIOTC 275.
- Enroll in BIOTC 275 and follow enrollment requirements.
- Follow all procedures and requirements listed on the BIOTC 275 syllabus. For a syllabus, ask your academic advisor (Biotechnology Program Director) or go to the Biology Department Office and request a syllabus.

**Before the first day of your internship, complete the following:**

- Read and sign the Industrial Experience (Internship) Code of Conduct Form. Return the form to the Biology Department Office to be added to your files.
- Give your sponsor or supervisor the following:
  1. The Industry Sponsor Packet that includes these forms:
    - a. BIOTC 275 - Industrial Experience (Internship) Overview
    - b. Checklist for Industry Sponsors
    - c. Industrial Experience Sponsor Evaluation Form
  2. Biotechnology Industrial Experience Letter of Agreement. This form must be signed by your sponsor/supervisor, your academic advisor, and you. Please have all parties sign this form. Once it is completed, please return the form to the Biology Department Office for your files.

**Important details to remember during your Industrial Experience/Internship:**

- Complete the following as detailed in your BIOTC 275 syllabus:
  1. Maintain a log of your hours and work for each day that you are on-site.
  2. Notify your supervisor and your Biotechnology advisor of any concerns with the internship if they arise.
  3. Meet with or contact the Biotechnology advisor at least one DURING your internship to notify him or her of your progress and any questions you may have.
  4. Prepare for an oral and written presentation that outlines your experience during the internship. An oral and written presentation must be completed in conjunction with your enrollment in BIOTC 275. Please contact the Biotechnology Program Director for more details about these requirements.