



Georgetown University Medical Center

Master of Science in Biochemistry and Molecular Biology

Course Name: Biochemistry and Cell & Molecular Biology Internship

(Georgetown University, NIH, FDA research labs)

Course Number: BCHB 910 4 credits

Contact persons:

Course Director: Dr. Cynthia Rosenthal simbulac@georgetown.edu

(202) 687-1088 Basic Science Bldg. Rm 319

Fall Semester -- September 1 - December 9

Spring Semester -- January 2 - May 7

Summer Semester -- June 1 - August 30

INTERNSHIP GUIDELINES

1. Unless special permission is granted, students need to complete 15 semester credit hours prior to the start of their internship.
2. All courses for the semester must be completed with a “B” or better average
3. Research internships need to be in the D.C. metropolitan area and must be approved by the program.
4. Students can select on- or off-campus laboratories within a list provided by the program. Priority in assignments will be made to laboratories where the faculty is a member of the Biochemistry Dept. Students can also select other laboratories within the area that is not in the list provided. Make arrangements by email or phone to meet with potential laboratories or institutions of interest.

5. Each participating mentor will develop with the internship student specific objectives to be met during the internship. Fill out the internship forms, submit it to the appropriate contact person listed above, and have it approved by the program **prior to** the start of the internship. Write or type the objectives as you understand it (not written by your mentor). Have your mentor sign the form at the bottom to indicate his/her approval of your objectives. Students are not allowed to start on their internship until their objectives form is completed, signed, and approved by the program. Any days/hours worked prior to that will not count towards the 320 hours required.
6. The internship is for a minimum of **320 hours**, which for the fall and spring translates to **20 hours per week for 16 weeks**. For the summer, other arrangements are acceptable. (i.e. 40 hours per week for 8 weeks). Students will be required to keep a ledger/time sheet that needs to be signed by their mentor on a biweekly basis.
7. While there is no remuneration for the first 320 hours a semester, students can be employed in the hosting laboratory/institution on a part-time basis after these hours are met.
8. A midterm progress report (after 160 hours) will be required that summarizes your work to-date which includes progress of the objectives.
9. A final 20-page paper/report and a poster presentation are required to complete the course. A final 20-page paper/report and a poster presentation are required to complete the course. Abstracts must be signed by the mentor. The paper/report is due on the day of poster presentation.
10. The poster presentations will be in the last week of August (summer internships), first week of December (fall internships) and first week of May (spring internships).
11. An evaluation form and recommended grade must be provided by the mentor at the conclusion of the internship project (due on day of poster presentation).