

MCB 282 Internship Checklist for DEB students

- ✓ Set up a meeting with Dr. Kjelstrom to discuss internship possibilities. This should occur approximately **9-12 months prior to starting an internship.**
- ✓ Obtain CV guidelines (CV workshop and CV template) for industry from Dr. Kjelstrom. Before you submit a CV and cover letter to **any company**, please have Dr. Kjelstrom review it.
- ✓ Remember to list the DEB as the reason you are seeking an internship (in Objective section of CV) and also list the **DEB as part of your PhD education.** Example: PhD in Chemistry with a Designated Emphasis in Biotechnology. List Dr. Kjelstrom as your DEB advisor as well as in your references.
- ✓ If you are offered the opportunity to interview for an internship, **please notify Dr. Kjelstrom** as there are some details to go over. Some of these include the following issues: If you are going to the company for the interview what should you ask/expect as a stipend? What should you wear? What is the correct business etiquette?
- ✓ After being interviewed for an internship, remember to send a thank you note after the interview (email is fine).
- ✓ If you are offered an internship, you will need to discuss your internship with your P.I. and Graduate Program advisor. If your P.I. will not cover your fees, you may have to P.E.L.P.
- ✓ If you are an international student, you will need to contact the SISS office and apply for CPT (curricular practical training). Dr. Kjelstrom will need to submit a verification letter in order for you to receive a work permit. **You may not P.E.L.P!**
- ✓ If you accept an internship, **please notify Dr. Abhaya Dandekar (instructor of record for DEB (formerly) MCB 282 (internship) as well as Dr. Kjelstrom.** They will need the following Information: name and address of the company, start date and expected end date, full time or part time internship, and name and contact information of the industry mentor.
- ✓ You will need to sign up for DEB (formerly MCB) 282 before you start your internship, especially if you will be on filing fee status during the internship. The internship course is variable so the default units are 7 but you can increase it up to 12. To increase units, after registering in the course initially, go back into registration, choose options, change variable units, increase accordingly, submit.

- ✓ If it is not possible to sign up for DEB 282 before you start your internship, inform Dr. Dandekar and Dr. Kjelstrom immediately. If you receive an incomplete, you have one year to complete. If you plan to do a 3 month internship (full time) this would be 12 units. It is also possible to enroll after the completion of the internship (unless you are on filing fee status). **Make sure to communicate your plans with Dr. Dandekar and Dr. Kjelstrom.**

- ✓ ***Before starting an internship, pick up the Patent and Invention Form from the Biotechnology Program office. Dr. Kjelstrom will go over the form with you. She must sign the form in addition to you and your P.I. Copies of the signed form must be filed in the Biotechnology Program and Innovation Access offices.**

- ✓ Upon completion of the internship, you must email a report to Dr. Dandekar and Dr. Kjelstrom to receive credit for DEB 282. The report should be 3-5 pages in length. Include the name and address of company, start date and end date, full time or part time status, name and contact information of the industry mentor, description of the project(s) **[it will probably be reviewed by the legal team at the company to protect IP]**, and comments on the value of this experience to your overall education. Also include your contact information on the report including address and phone number.

Remember you are the Face of the DEB Program and UC Davis when you are at the company. Your success is our success. Be a wonderful ambassador so the company will want to take more DEB students in the future.

***BEFORE** you go on your internship, you must email the Biotechnology Program for an **Industry Internship Exception** form (a campus requirement).

Please note the following info for this form:

“Student’s Graduate Advisor” – This must be signed by your **major professor**

“Program Manager” – This must be signed by **Dr. Kjelstrom**

Remember to **check all the lines** before each of the 7 criteria sentences.

When everything is signed, it will be sent by us to the campus’ Innovation Access office.