

DEB 282 Internship Checklist & Report Instructions for DEB Students

- ✓ Attend the fall DEB Internship Preparation Workshop led by Dr. Denneal Jamison-McClung (dsjamison@ucdavis.edu) and set up a follow-up meeting to discuss internship possibilities. This should occur approximately **6-12 months prior to starting an internship**.
- ✓ Obtain CV guidelines (CV workshop and CV template) for industry from Dr. Jamison-McClung, who will also **review draft documents** before they are submitted to partner companies. Remember to prominently highlight “DEB internship” within your objective statement at the top of the CV. Also, list the **DEB as part of your PhD education** (e.g. PhD in Chemistry with a Designated Emphasis in Biotechnology) and indicate that Dr. Jamison-McClung is your DEB advisor, as well as listing her among your professional references.
- ✓ If offered the opportunity to interview for an internship, **please contact Dr. Jamison-McClung** to set up a meeting in order to review business etiquette, interview norms and stipend negotiation strategies. DEB interns should expect to be paid, though salaries may range significantly depending on the size and location of the company. After an interview, remember to send a thank you note after the interview (email is fine).
- ✓ If offered an internship, discuss timing and logistics with your P.I. and graduate program advisor. If the P.I. will not cover fees for quarters when you plan to be off campus (other than summer), you may need to “register in absentia” or P.E.L.P. (situation-dependent strategies).
- ✓ International students will need to contact the SISS office and apply for CPT (curricular practical training). Dr. Jamison-McClung will need to submit a verification letter in order for international students to receive work permits. **International students may not P.E.L.P!**
- ✓ If you accept an internship, **please notify Prof. Abhaya Dandekar (amdandekar@ucdavis.edu), instructor of record for the DEB 282 internship, as well as Dr. Jamison-McClung and Marianne Hunter (mahunter@ucdavis.edu)**. The DEB team 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.
- ✓ Plan to sign up for DEB 282 before starting the internship, especially if you will be on filing fee status during the internship. The required 3-month internship (full time effort) is equivalent to 12 units. The internship course is variable and the default is 7 units in the registration system, but may be increased to 12 units (*after registering for 7 default units, go back into the system, choose options, change variable units, increase to 12 units and submit*). If you receive an incomplete grade for DEB 282 (e.g. registered in spring quarter, completed during summer), you have one year to complete the course/file a final report (most do this the following fall).

- ✓ If it is not possible to sign up for DEB 282 before starting the internship, please inform Prof. Dandekar and Dr. Jamison-McClung immediately. Students may opt to enroll after the completion of the internship unless on filing fee status. **Plan to communicate your internship timing plans to Prof. Dandekar and Dr. Jamison-McClung once your P.I. has approved them.**
- ✓ ***Before starting an off-campus internship, pick up the Industry Internship Program patent and invention form from the Biotechnology Program office. Dr. Jamison-McClung will go over the campus policies outlined on 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 before the internship commences.**

Note: Currently, the form has a signature line for the "Student's Graduate Advisor" (verbiage may be revised for clarity at a future date) – this person is actually the student's major professor, not their academic advisor. The "Program Manager" signature line is for Dr. Jamison-McClung. She will ensure that all 7 criteria lines are initialed after verifying your understanding (in person or phone meeting). Once all signatures are obtained, the form will be scanned and digital copies kept in the Biotech Program, while the original hard copy will be sent to Innovation Access.

- ✓ Upon completion of the internship, you must email a final report to Prof. Dandekar to receive credit for DEB 282. Please cc Dr. Jamison-McClung and Marianne Hunter on the message to Prof. Dandekar to ensure that the DEB database and program files are updated. 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) 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.

Note: It is likely that the DEB 282 internship report will need to be reviewed by the biotech company legal team to ensure intellectual property protection. This is a routine practice and interns should abide by company instructions to use general language/make specific edits to the narrative that protect IP, while conveying a sense of what was accomplished and professional skills that were developed during the internship experience.

We are proud of our wonderful DEB students and hope that they will be good ambassadors for our program at their respective biotech internship sites. Please be mindful that your professional conduct reflects on the entire DEB program. We would like internship partners to consider taking DEB interns in the future, so do not hesitate to contact Dr. Jamison-McClung for professional guidance at any point during the internship process. Your success is our success!

WRITING THE REPORT

The internship report must be 3-5 pages in length and include your current address and phone number. Also required is:

Name of company

Address of organization

Start date of internship

End date of internship

Part time or Full time? (Include hours per week)

Industry mentor and or project supervisor

The report should include what the project was that you worked on - without communicating any confidential material related to the organization. It may also include your preconceptions of what the internship would be like before starting, and how it matched the actual experience.

Once the report is finished, send it to Prof. Abhaya Dandekar (amdandekar@ucdavis.edu), Dr. Jamison-McClung (dsjamison@ucdavis.edu) and Marianne Hunter (mahunter@ucdavis.edu), so that you will receive credit for DEB 282.