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## Internships

The internship is 150:399 Chem 399. It is a credit-bearing BA and BS in Chemistry or BS in Biochemistry degrees. You will be in the department of Chemistry or Biochemistry. This is a 6-credit program.

### I. How to enroll for Chem 399

#### I.A. Find an internship position

Search for a position in the field of chemistry, biochemistry, or molecular biology. You can find positions through the Career Center, REU (Research Experience Undergraduate) programs, or the Chemistry Department. The Career Center provides a list of positions and contact information for each.

☉ Career Center <http://www.career.cornell.edu>

☉ REU (Research Experience Undergraduate) programs. REU programs are funded by the National Science Foundation and other agencies. They provide a research experience for undergraduate students. The program is for one summer. You can apply for REU programs through the Career Center.

☉ The Chemistry Department. Occasionally, the Chemistry Department has internships available. You can contact the department for more information.

#### I.B. Negotiate with the employer.

As a student, you must be paid for your internship. If you are not paid, you should not accept the position.

☉ Will you be paid for the internship? If you are not paid, you should not accept the position. If you are paid, you should negotiate the terms of the internship, including the amount of the stipend and the duration of the internship.

☉ How long will the internship last?

☉ What are the expectations for the internship?

☉ In the event of an emergency, what is the procedure? The employer should provide a list of emergency contacts and procedures. You should also have a plan for what to do in case of an emergency.

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I.C. Negotiate with the Chemistry Department

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III. How are grades assigned in Chem 399?

III.A. Your employer:

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ethics and safety (See separate section on ethics and safety.)

### III.B. The internship report

The report grade will be determined by the See the handbook for the *Internship Reports* for specific guidelines. You should report the final grade to the appropriate person before the end of the semester. The report will be graded on a 5-point scale. It is important to note that the final grade is NOT be averaged. (See the ethics section) Assigned by ACS for accreditation purposes, had a 5-point scale.

### III.C. Long internships:

If you are on a long-term internship, you should be given an IP grade for the first semester. After the first semester has been graded and entered into the system, a grade will be determined and that grade will be averaged. *Remind the instructor to change the IP grades to a letter grade when you turn in the final version of your report.* If you are on a long-term internship, please contact your advisor for more information.

### III.D. Other activities:

Your internship experience should be a positive one, and you should gain valuable experience and skills. If you are on a long-term internship, you should be given an IP grade for the first semester. After the first semester has been graded and entered into the system, a grade will be determined and that grade will be averaged. *Remind the instructor to change the IP grades to a letter grade when you turn in the final version of your report.* If you are on a long-term internship, please contact your advisor for more information.

## IV. The internship report

Your degree program is certified by the American Chemical Society (ACS), the highest accreditation for chemistry programs in the US. To maintain this certification, ACS has specific guidelines for internships. Each semester, you should be assigned a specific director. See: <http://www.acs.org/education/programs/acs-certified-education-programs.htm> (See Chems 99 - Guide to the internship). *Do not turn in a report without having consulted this handout.*

## V. Ethics in chemistry and safety

### V.A. General ethical concerns in chemistry

A key principle of chemistry is that we are expected to work in a safe and ethical manner. See the Code of Ethics (at <http://www.acs.org/education/programs/acs-certified-education-programs.htm>). Industrial laboratories require that no one work alone. Other people in the laboratory should be informed.

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VI. Career and professional school information:

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ACS careers ~~information~~  
<http://p.acs.org/p/acsorg/chem/careers/chem-careers.htm>

Direct Graduate Research (fee for UA campus VPN)  
<http://dgr.chem.ucla.edu/>

UA careers ~~resources~~  
<http://www.chem.ucla.edu/careers/>  
<http://www.chem.ucla.edu/cc/m>