



Employer Guide To Hosting Life Science Interns

▶ AN INITIATIVE OF



The Employer Guide was made possible through generous funding from UniHealth Foundation.

Contents

| | |
|--|-----------|
| The Basics | 3 |
| Overview of Hosting Life Science Interns | 4 |
| The Internal Assessment..... | 5 |
| Internship Coordinator & Supervisor Roles..... | 6 |
| Sample Internship Timeline..... | 7 |
| Internship Recruiting Time Frame | 7 |
| Internship Programs Under the Fair Labor Standards Act | 8 |
| The Search | 10 |
| Sources of Life Science Interns in Los Angeles County | 10 |
| Sample Internship Description | 11 |
| Interview Questions | 12 |
| Interview Rubric | 12 |
| Sample Internship Offer Letter..... | 13 |
| The Workplace..... | 14 |
| Orientation Agenda..... | 14 |
| Internship Work Plan..... | 15 |
| Sample Research Project Memo..... | 16 |
| Sample Intern Confidentiality Agreement..... | 17 |
| Weekly Check-In | 18 |
| Mid-Program Check-In by Intern | 18 |
| Intern Self-Assessment Form | 20 |
| Intern Timesheet..... | 23 |
| The Evaluation..... | 24 |
| Checklist for Concluding the Internship Program | 24 |
| Evaluation by Supervisor..... | 25 |
| Evaluation of the Internship by Intern..... | 26 |
| Exit Interview Questions..... | 27 |

➤ The Basics

The Importance of Life Science Internships

The life science industry is a vital contributor to the economic prosperity of Los Angeles, offering well-paying jobs and career growth for thousands of residents. The industry generates breakthrough solutions to address critical challenges in health care, industrial manufacturing, agriculture, environmental health, the food industry, and material science. To remain competitive and relevant, life science companies must secure the right talent to thrive. Well-structured internship programs benefit both interns and companies. By understanding your company's talent needs and facilitating meaningful internships, you can build the talent pipeline needed to drive breakthrough discoveries and thrive in the coming decades.

Business Advantages to Hosting Life Science Interns

Life science companies of all sizes can derive benefits from establishing internship programs, including:

- Access to motivated individuals who bring fresh perspectives to your company
- Immediate support on projects, relieving staff from routine tasks and allowing them to perform higher-priority work
- Access to a pipeline of candidates for future permanent positions; an opportunity to assess prospective candidates before making a permanent hiring decision
- Leadership and management growth experience for staff members who oversee interns
- An inclusive workplace with interns representing diverse backgrounds and experiences
- Visibility of the business through positive public relations associated with hiring interns
- A role in developing LA's future life science workforce

What Do Interns Look for in a Host?

Internships complement academic subject-matter training and better prepare the workforce pipeline for life science companies in Los Angeles. Internships help students sharpen essential work skills, develop their career goals, and establish connections in the industry. Interns look for hosts that can provide:

- Hands-on experience and practice with technical workplace skills
- Training in soft skills like communication, collaboration, team-work and leadership
- Exposure to different types of career roles found on cross-functional teams
- Opportunities to attend meetings and industry events that build connections
- Space to ask questions, receive direction, and absorb feedback

Design and Implement an Internship Program

Internship programs vary significantly in size from one intern in a small office to a group of interns spread across a large company. It is important to formalize the internship program regardless of the scale and size of the company. The overview lists the steps to design and implement a life science internship program.



Overview of Hosting Life Science Interns

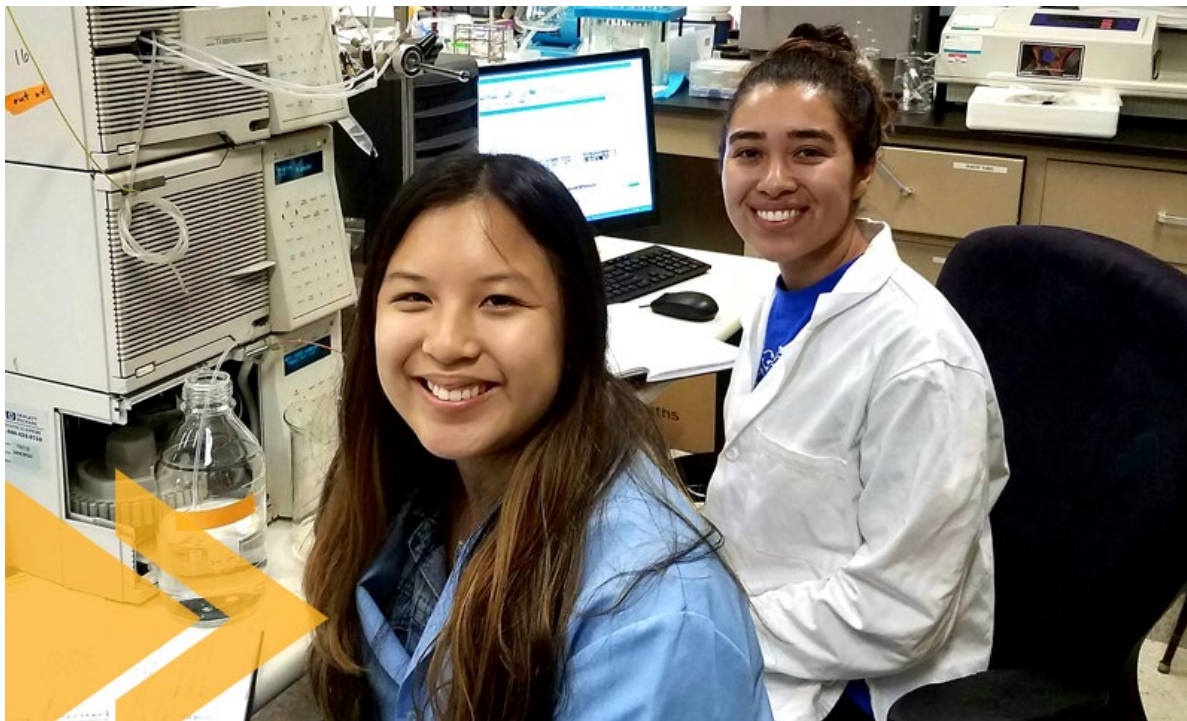
1. Consult with senior management to explore potential internships in your company – depending on your needs, it may involve hiring only a single intern or creating an internship program
2. Identify a coordinator to lead the internship program – if you are starting small, this might be the supervisor of the intern
3. Assess the available resources for the internship program, including budget, staff capacity to oversee interns, and business areas where interns could be most impactful
4. Present the internal assessment to senior management and officially decide the size and scope of the internship program
5. Identify which staff members will serve as intern supervisors
6. Create the internship announcement and application
7. Disseminate the internship application
8. Close the application submission and review candidates with input from staff who will oversee interns daily
9. Establish a systemized interview process to ensure consistency
10. Conduct phone interviews to screen candidates
11. Conduct a follow-up round of in-person interviews
12. Notify selected interns
13. Train intern supervisors on managing interns
14. Work with intern supervisors to finalize the tasks they will work with interns to accomplish
15. Prepare orientation materials and workspace for interns
16. Welcome interns and conduct orientation
17. Maintain communication with interns throughout the program
18. Conduct mid-term evaluations
19. Conduct final evaluations and exit interviews

➤ The Internal Assessment

As part of the internal assessment, life science companies should consider their business needs, available resources, and scale of the internship program. What is your company hoping to gain from the internship program? What will you need to provide an intern to help him or her succeed? The following Internal Assessment Tool lists some aspects of an internship program to consider.

Internal Assessment Tool

- Is your workplace equipped to host an intern?
- What kind of work will you need an intern to assist with that is beneficial to the company and the intern?
- How many interns are feasible for your company to host?
- Will you pay interns or how can you otherwise compensate intern efforts?
- What qualifications and skill sets would you need an intern to have to ensure they are successful at your company? (lab experience, courses, software etc.)
- What level of education is critical to the position? Do you have a GPA requirement?
- What will the hours look like: part-time, full-time? What is the length of the internship period?
- What is the educational component of the internship role? What will the intern learn?



Identifying Leaders

Identifying leaders for the internship program early in the process, lays the groundwork for a successful internship program. For large companies, leadership may consist of a committee that oversees the internship program. For small and mid-sized companies, leadership may consist of a single individual or a small group of individuals to coordinate the program. Ideally, there should be an intern coordinator and an intern supervisor. At a minimum, there should be an intern supervisor that handles a coordinator role and a partner in HR or in Operations.

Internship Coordinators plan and oversee the internship program from beginning to end. **Internship Supervisors** have primary responsibility for guiding the intern on work assignments throughout the internship. For small and mid-sized companies, the coordinator and the supervisor may be the same person.

Internship Coordinator & Supervisor Roles

A coordinator's responsibility is to:

- Manage the application, interview, and review process
- Select and place interns in the workplace
- Develop a work plan for an intern with input from the intern supervisor
- Maintain relationships with key stakeholders like academic institutions
- Oversee the evaluation of internship program

A supervisor's responsibility is to:

- Develop an internship work plan that outlines assigned tasks, timelines, and learning objectives
- Orient the intern to the team, company culture, and business procedures
- Ensure the intern has a workspace, supplies, equipment, and information needed to perform the assigned work
- Encourage the intern's participation in opportunities outside of the workplace (e.g., professional development activities, meetings, and networking)
- Provide feedback to the intern on work on a regular basis
- Conduct evaluations (mid-term and final) and exit interview with the intern

Internship Timeline

The following tables outline a month-to-month planning schedule for an internship program, as well as the most suitable time to recruit interns depending on the internship start date. Please note, the hiring timeline could be shorter for small and start-up companies with immediate needs for interns.

Sample Internship Timeline

| Month | Task |
|-----------------------|---|
| 6-months before | <ul style="list-style-type: none"> Identify the need for the internship program by connecting with management and potential coordinators and supervisors |
| 5-months before | <ul style="list-style-type: none"> Identify coordinator to lead the internship program Determine the resources and scale of the program |
| 4-months before | <ul style="list-style-type: none"> Compile the internship application package Disseminate the internship application Indicate preferred method of communication (email, etc.) |
| 3-months before | <ul style="list-style-type: none"> Close the application period and review applicants with the input from internship supervisors Schedule phone interviews to screen candidates |
| 2-months before | <ul style="list-style-type: none"> Schedule and conduct in-person interviews Notify selected interns Train supervisors |
| 1-month before | <ul style="list-style-type: none"> Prepare workplaces and orientation materials for interns |
| During the internship | <ul style="list-style-type: none"> Welcome interns and conduct orientations and training Maintain communications with interns Conduct mid-term evaluation between interns and supervisors Conduct final evaluations and exit interviews |

Internship Recruiting Time Frame

| Internship Start Date | Recruiting Time Frame |
|--|-----------------------|
| Summer: Starting May/June | February – April |
| Spring: Starting January/February | October – December |
| Fall: Starting August/September | May – July |

Intern Compensation Including Understanding College Credit

There are laws in place requiring, under most circumstances, that interns be compensated for their work. Interns may be compensated through hourly pay, a stipend, or school credit. Pay may not be the central motivation for interns, but it is a best practice that attracts a broader array of candidates to the company. In a for-profit company, it is common for employers to offer a stipend or hourly wage. The advantage of a stipend is that a company can avoid adding short-term workers to the payroll - however, be sure to satisfy federal and state income tax requirements related to paying interns. Not all interns can receive academic credit for the internship. Pursuing academic credit for an internship is determined by the intern and their academic institution, not the company. Students must check with their academic department to determine if they can receive academic credit for the internship.

The Department of Labor released the following fact sheet to help determine whether interns working for for-profit employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act.

Internship Programs Under the Fair Labor Standards Act

U.S. Department of Labor Wage and Hour Division
(Updated January 2018)

Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).¹

Background

The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

The Test for Unpaid Interns and Students

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.² In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.

¹ The FLSA exempts certain people who volunteer to perform services for a state or local government agency or who volunteer for humanitarian purposes for non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation, for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships for public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible.

² E.g., *Benjamin v. B & H Educ., Inc.*, --- F.3d ---, 2017 WL 6460087, at *4-5 (9th Cir. Dec. 19, 2017); *Glatt v. Fox Searchlight Pictures, Inc.*, 811 F.3d 528, 536-37 (2d Cir. 2016); *Schumann v. Collier Anesthesia, P.A.*, 803 F.3d 1199, 1211-12 (11th Cir. 2015); see also *Walling v. Portland Terminal Co.*, 330 U.S. 148, 152-53 (1947); *Solis v. Laurelbrook Sanitarium & Sch., Inc.*, 642 F.3d 518, 529 (6th Cir. 2011)

4. The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.
5. The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

Courts have described the "primary beneficiary test" as a flexible test, and no single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.

If analysis of these circumstances reveals that an intern or student is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA. On the other hand, if the analysis confirms that the intern or student is not an employee, then he or she is not entitled to either minimum wage or overtime pay under the FLSA.

Where to Obtain Additional Information

This publication is for general information and is not a regulation. For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE

TTY: 1-866-487-9243

https://www.dol.gov/whd/contact_us.htm

► The Search

Finding a Life Science Intern

The search for a life science intern starts with a detailed internship announcement that outlines the expectations and job duties in the position description. To attract the best candidates, it is essential to strategically disseminate the internship posting to audiences that are a good fit for the company. Companies can utilize existing networks (i.e., local colleges, universities, and workforce development programs) and build relationships with new partners to promote their internship programs. Former interns can also serve as a pipeline for recruiting future interns.

✂ Sources of Life Science Interns in Los Angeles County

- LA Bioscience Hub: <http://labiosciencehub.org/biotech-leaders-academy-1>
- STEM Advantage: <https://stemadvantage.org/programs/internship-program/>
- Bio-Flex: <https://www.sbwib.org/bioflex>
- Center for Competitive Workforce: <https://competitiveworkforce.la/workforce-education-partner-portal/>





Sample Internship Description

XYZ Life Science Company

Address

Effective Date

Intern Position Summary:

The internship is for a current college student with relevant experience in cell biology. The duration is estimated to be approximately 3 months (~12 weeks) with compensation of \$10-15/hour for 40 hours per week, commensurate with experience.

The ideal candidate has experience in cell biology and/or molecular biology and familiarity with aseptic techniques, cell propagation and manipulation, DNA delivery (transfection or viral transduction) for cell line engineering, and cellular function/pathway analysis projects. The individual is expected to apply these skills with an understanding of the development of novel biotherapeutics.

Essential Functions and Responsibilities

These include, but are not limited to:

- Aseptic cell culture and harvesting, propagation, and maintenance
- Various methods of gene delivery, such as transfection or viral transduction procedures
- Experience with gene delivery for engineering stable cell lines in support of cell reagent generation and assay development
- Identification of cell clones by dilution cloning methods
- Experience with gene delivery for protein expression and purification of recombinant proteins and elucidation of protein function and cellular pathway analysis
- Familiarity with cell harvesting for protein extraction, as well as biochemical and analytical techniques such as SDS-PAGE, Western blotting, and ELISA assays
- General knowledge base in recombinant DNA techniques including PCR amplification, DNA/RNA isolation and purification, DNA sequencing, and sequence analysis
- General lab organization, reagent preparation and organization
- Assembly of data, maintenance of company lab notebook, and presentation of data at the group and other organizational meetings
- Other duties as assigned

Technical Knowledge Required:

- PC, aseptic cell culture techniques, agarose gel electrophoresis, micro-pipetting, centrifuges, weight scales, or ability to be trained
- Ability to read, understand and follow a recipe or procedure, an understanding of scientific mathematics (i.e., ul, ml, L, ng, mg, gm), and an understanding of fractions and dilutions
- Organized individual with attention to detail and who can diligently maintain a lab notebook
- Software Knowledge: Windows, MS Office (Outlook, Word, Excel)

Personal Characteristics:

- Be a team player.
- Excellent communication skills, both written and oral. Must work well in a collaborative team environment.
- The successful candidate has significant exposure to project management and understands the importance of maintaining a high level of integrity.

Applicant Interviews and Selection

Life science companies should schedule in-person interviews whenever possible, but an initial phone interview can suffice for a process with multiple rounds or a large applicant pool. It is essential to go into the interview phase with a clear set of strengths, interests, and skills desired in an intern. It is also important to use a standardized list of questions to maintain fairness and consistency.

Interview Questions

- What do you know about our company?
- Why are you interested in interning here?
- What knowledge or experience do you have that is relevant to this position?
- What strengths do you see in yourself? What strengths do you want to work on?
- What accomplishment are you most proud of?
- How would you describe your ability to work on a team?
- Have you ever been a member of a successful team? If so, describe the role you played on the team and in its success.
- How does this internship align with your personal and professional goals?

Interview Rubric

| | Poor | Fine | Good | Great |
|--------------------------------|---|---|---|---|
| Preparedness for the interview | Did not seem to have given thought to the interview prior Does not know what this company does | Not super confident in interview questions Knows minimal about the company | Gave some forethought Knows enough about the company | Well formulated responses Has researched the company |
| Experience in this field | Has no prior experience or knowledge in this field | Has had no prior jobs in this field but is studying this industry | Has had a small amount of experience in this field | Has held multiple positions in this industry and very knowledgeable |
| Hard Skills | Needs extensive training to perform in this job adequately | Has minimal prior knowledge and will need a bit more training | Have some hard skills that align with the job but will need slight training | Has hard skills that align correctly with this job |
| Soft Skills | Has slim to none of the characteristics we are looking for | Has a couple of characteristics we are looking for | Has some important characteristics | Already has the characteristics crucial to this position |
| Communication | Not effective communicator | Timid but knows what he/she needs to say | Can get across what he/she has in mind | Very articulate in conveying his/her thoughts and ideas |



Sample Internship Offer Letter

Date

Name

Address

Dear Name,

On behalf of XYZ Company, I am pleased to extend to you this offer of temporary employment as an Intern, reporting to _____. If you accept this offer, you will begin your internship with XYZ Company on _____ and will be expected to work ____ per week.

You will be paid per hour, less all applicable taxes and withholdings. As an intern, you will receive "temporary employment" status. As a temporary employee, you will not receive any of the employee benefits that regular XYZ Company employees receive, including, but not limited to, health insurance, vacation or sick pay, paid holidays, or participation in XYZ Company's 401(k) plan. Your internship is expected to end on _____. Your internship with the XYZ Company is "at-will," which means that either you or XYZ Company may terminate your internship at any time, with or without cause and with or without notice.

During your internship, you may have access to trade secrets and confidential business information belonging to the XYZ Company. By accepting this offer, you acknowledge that you must keep this information strictly confidential and refrain from using it for your purposes or from disclosing it to anyone outside the XYZ Company. Also, you agree that, upon the conclusion of your internship, you will immediately return to XYZ Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement. I hope that your internship with XYZ Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to _____. If you have any questions, please do not hesitate to contact me.

Sincerely,

Supervisor Signature

Title

The Workplace

The internship program should begin with an orientation that introduces interns to the workplace and clarifies expectations from the start. The orientation serves as a time for interns to obtain an overview of the life science company's structure and culture, and information on important milestones, like events or evaluations. Before the intern arrives, make sure you have notified everyone on your team that an intern is starting and explain the intern's role. Also, set up the intern's workspace.

Orientation Agenda

Company Background:

- History
- Values
- Structure

Company Culture:

- Time and attendance
- Dress code
- Pay and reimbursement procedures
- Holidays and closures
- Procedures for parking and building entry
- Policies and Procedures (examples: confidentiality policies, sick leave policies, emergency procedures)
- Office tour and introductions
- Email setup
- HR paperwork

Internship Program:

- Expectations for interns
- Pertinent dates and events
- Guidance for interacting with supervisors and coworkers
- Intern development activities
- Details on evaluation and exit interviews



Internship Work Plan

Company Name:

Internship Start Date:

Internship End Date:

Intern's Name:

Major:

Hours Per Week:

Days Per Week:

Supervisor's Name:

Internship Work Goals:

- 1.
- 2.
- 3.

Short-Term Assignments:

Long-Term Assignments:

Mid-Term Evaluation Due Date:

Final Evaluation Due Date:

Intern's Signature

Date

Supervisor's Signature

Date



Sample Research Project Memo

If intending for the intern to take part in a research project, fill out this memo, and provide it to the intern during orientation.

Research Project Proposal

Title:

Development of Xenograft Model for Pancreatic Oncology In Vivo Proof-of-Concept

Project Description and Goal:

The goal is to develop an in vivo mouse model for the evaluation of oncolytic compounds for the treatment of late-stage pancreatic cancer.

Project Supervisor:

Project Intern:

Project Team Members:

Cell Biology:

Pharmacology:

Background & Significance:

Specific Aims:

Research Methods:

Anticipated Results:

Business Rationale:

Key Deliverables:

References:



Sample Intern Confidentiality Agreement

I acknowledge that during my employment and my work assignments at XYZ Company, I will acquire information which is confidential to XYZ Company, or to related corporations, persons, or institutions, including but not limited to:

- product design and manufacturing information;
- all present and prospective customers, and related information;
- pricing and sales policies, techniques and concepts;
- the secret or confidential information which XYZ Company obtains from third parties;
- all suppliers of XYZ Company;
- trade secrets;
- strategic planning;
- inventions;
- research data;
- papers;
- developments and conclusions; and
- information relating to XYZ Company's students, clients, or staff.

I acknowledge and agree that such information is the exclusive property of XYZ Company or such related party and that the information could be used to the detriment of XYZ Company. I, therefore, undertake to treat confidentially all such information and agree not to disclose any such information to any person either during the term of my training under this agreement (except as may be necessary in the proper discharge of my training obligations) or, at any time after the date of the termination of my training.

I agree that upon the termination of my work assignment, I will return to XYZ Company all drawings, blueprints, records, software, and data and other media that I may have taken possession of during my training.

I acknowledge that in addition to any other rights and remedies of XYZ Company to enforce its rights arising from this agreement, in the event of a breach by me of the undertaking and agreement set out above, XYZ Company is entitled to apply to a Court of competent jurisdiction for a restraining order and injunction to prohibit disclosure by me of any such information, in order to protect its rights and property as set forth above.

I agree that my rights and obligations under this agreement will survive the termination of my training by XYZ Company.

Signature

Date

Check-Ins

Providing feedback to the intern throughout the internship is a critical component of success. There are several ways to incorporate feedback into your internship program:

- **Informal Check-Ins:** Meet with interns every week to answer questions and to provide feedback about projects
- **Mid-point Check-In:** Conduct an evaluation mid-way through the internship to allow interns to clarify goals, encourage growth, and reinforce expectations
- **Intern Self-Assessment:** Interns can complete a self-assessment at the start and end of the internship program, which can help them recognize their skillsets and areas for growth

Weekly Check-In

Name:

Date:

- What were your goals to have accomplished this week?
- Did you meet those goals and deadlines?
- What did you learn this week?
- What do you need to get done next week to keep on track?



 **Mid-Point Check-In**

Evaluate on a scale from 1 (never) to 4 (always) how much you agree with the following statements.

Date:

Intern Name:

Supervisor's Name:

| | 1 | 2 | 3 | 4 |
|--|---|---|---|---|
| There's a good balance between administrative work and content-focused assignments | | | | |
| The internship experience is consistent with how it was described to me by the supervisor | | | | |
| Multiple individuals seem invested and interested in my progress and learning | | | | |
| I feel like I can ask questions and get the answers I need to do my job | | | | |
| I've been able to stretch myself and take opportunities to work outside of my comfort zone | | | | |
| I receive feedback frequently and in a constructive format | | | | |
| I feel valued by my team, supervisor, and the company | | | | |
| I feel like I'm making valuable connections to use in my future career or jobs | | | | |



Intern Self-Assessment Form

| Intern's Goals | Expectations for the Internship |
|---|---------------------------------|
| My immediate professional goal is: | |
| What I need to learn to succeed at work is: | |
| What I want to do at work right now is: | |
| My long-term career aspiration is: | |

| Skill | Score |
|--|-------|
| 0 = Not yet introduced | |
| 1 = Needs work | |
| 2 = Meets standard to function in laboratory work | |
| 3 = Resume strength skill | |
| | |
| Demonstrate general lab safety: | |
| • understanding of handling, storage, labeling and disposal of materials | |
| • understanding of electrical safety | |
| • understanding of fire safety | |
| • understanding of precautions concerning the use of UV light | |
| • understanding of safety with atmospheric chemicals | |
| • use of safe disposal techniques for biological waste | |
| • ability to follow applicable local, state and federal regulations | |
| • ability to practice aseptic techniques | |
| • ability to prepare and maintain reagents and media | |
| • ability to perform separation techniques (gels, columns, centrifugation) | |
| • ability to grow, maintain and propagate cultures (E.coli, etc.) | |
| • ability to follow Standard Operating Procedures (SOP) | |
| Demonstrate the ability to read and interpret the following: | |
| • diagnostic tests (ELISA for example) | |
| • gel electrophoresis data | |
| • data tables and graphs | |
| • MSDS sheets | |
| Demonstrate ability to maintain documentation as follows: | |
| • data collection | |
| • record-keeping | |
| • inventory management (cooler, reagent shelves, cryoboxes) | |

| | |
|---|--|
| Demonstrate use of and proper maintenance procedures for: | |
| • microscopes | |
| • pH meters | |
| • micropipettes | |
| • gel electrophoresis apparatus | |
| • analytical balances / electronic balances | |
| • incubators | |
| • centrifuges / microfuges | |
| • shakers / water baths | |
| • refrigerators / freezers | |
| • spectrophotometers | |
| • autoclaves | |
| • computers and printers | |
| • cell sonicators | |
| • lyophilizers | |
| • laminar flow hood | |
| • water purification apparatus (Nanopure system) | |
| Demonstrate ability to do computation and analysis as follows: | |
| • statistical | |
| • algebraic | |
| • graphical representation and interpretation of multiple graph types | |
| Demonstrate the ability to use appropriate lab management skills as follows: | |
| • Ability to purchase materials in a cost-effective manner | |
| • Proper procedures for the management of stocks and supplies | |
| • Ability to validate lab equipment | |
| Demonstrate Interpersonal communication skills as follow: | |
| • Ability to communicate criticisms effectively | |
| • Ability to accept criticism | |
| • Ability to participate in group leadership | |
| • Ability to take responsibility for own actions | |
| • Ability to function as a group member | |
| • Ability to dress and behave in a professional manner | |
| • Ability to respect the privacy of others | |
| • Ability to deal with others' mistakes in a productive way | |
| • Ability to understand the meaning of confidentiality | |

| | |
|---|--|
| Demonstrate written communication skills, as evidenced by the following: | |
| • Ability to prepare information in report form | |
| • Ability to prepare an appropriate resume | |
| • Proper use of English grammar and content | |
| • Ability to do assigned research | |
| • Ability to access and use the Internet | |
| • Ability to produce Standard Operating Procedures (SOP) | |
| Demonstrate the ability to produce/ deliver an appropriate oral presentation for | |
| • job interview | |
| • staff meeting presentation | |
| Demonstrate the ability to manage time effectively, as evidenced by: | |
| • Ability to prioritize tasks | |
| • Proper attendance record | |
| • Appropriate preparation in advance of lab protocol use | |





Intern Timesheet

Timesheet for the week of _____, 2020

| | |
|-----------------|--|
| Intern Name | |
| Company Name | |
| Supervisor Name | |

| Day | Date | Start Time | End Time | No. of Hours |
|----------------------|------|------------|----------|--------------|
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |
| Subtotal | | | | |
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |
| Subtotal | | | | |
| TOTAL | | | | |
| Intern Signature | | | Date | |
| Supervisor Signature | | | Date | |

▶ The Evaluation

Concluding the Internship

Formally ending the internship program is a best practice for recognizing the intern's contributions and providing closure for the intern and the company. As the internship comes to an end, ask the intern to reflect on his/her experience through a final presentation. Also, plan a celebration for the intern's contributions and offer to write recommendations for the intern if appropriate. Finally, conduct evaluations to provide valuable feedback for the continuous improvement of the internship program.



Checklist for Concluding the Internship Program

- Plan a time or event to recognize the intern's contribution
- Ask interns to complete a program evaluation
- Ask supervisors to complete a program evaluation
- Request a written summary of the status of all projects, especially those that the intern was unable to wrap up
- Facilitate an exit interview between interns and supervisors
- Offer to write a letter of recommendation for interns
- Collect contact information for future communications with interns
- Receive success stories for future promotion and continuation of the internship program



Evaluation by Supervisor

Date:

Intern Name:

Supervisor's Name:

Instructions: Assess the strengths and weaknesses of this intern and give constructive feedback.

| | Expectations not Met | Meets Expectations | Exceeds Expectations | Comments |
|---|----------------------|--------------------|----------------------|----------|
| Intern's overall performance | | | | |
| Intern's attendance | | | | |
| Intern's attitude | | | | |
| Regularly scheduled meetings with intern | | | | |
| Intern's willingness to ask for help | | | | |
| Job duties in line with original objectives | | | | |
| Intern was challenged by work | | | | |
| Interning developed skills related to career field of interest | | | | |
| Intern met all expectations | | | | |
| Intern received necessary training/resources to do the job well | | | | |



Evaluation of the Internship by Intern

Name:

Date:

Company:

Instructions: Assess the strengths and weaknesses of this internship program and give constructive feedback to help the company grow in the future.

| | Expectations not Met | Meets Expectations | Exceeds Expectations | Comments |
|--|----------------------|--------------------|----------------------|----------|
| Supervisors availability to you | | | | |
| Amount you were able to learn | | | | |
| Positive Work Environment | | | | |
| Ability to voice your thoughts or concerns | | | | |
| Work that aligned with what you are studying | | | | |
| Collegiality in the workplace | | | | |
| Open line of communication | | | | |
| Respect from superiors | | | | |
| Clear instructions from advisor | | | | |

What can this company do in the future to improve on their internship program?

What did you enjoy most about the internship?

Exit Interview Questions

- Did you get a good understanding of the goals and expectations of your internship when you started? If so, were those goals achieved?
- What part of the internship met or exceeded your expectations?
- What part of the internship could be improved?
- What was your favorite experience?
- What was your least favorite experience?
- What did you learn?
- Would you recommend the internship to a friend?
- Open-ended: Your thoughts, concerns, praise, criticism





LA Bioscience Hub brings together the public, private, educational, and nonprofit sectors to support the growth and success of the bioscience industry in LA's Eastside.

www.labiosciencehub.org

Follow us on Twitter @LABioscienceHub



The Pasadena Bioscience Collaborative is a non-profit incubator created to support the growth of life science startups in the greater Los Angeles area.

www.pasadenabio.org

Follow us on Twitter @Pasadenabiosci



Biocom Institute is a 501(c)(3) that accelerates the growth of California's life science ecosystem through cutting-edge workforce development and STEM education programs and strategies.

www.biocom.org

Follow us on Twitter @BiocomInstitute



The California Community Colleges Life Sciences/Biotech Initiative aligns college biotech and biomanufacturing programs with industry needs to train a skilled, entry-level workforce.

www.calbiotechcareers.org