

Instructor Information

Name	Julie González	E-mail address	jegonzalez2@dmacc.edu
Phone number	(515) 964-6379	Fax number	(515) 965-7083
Text messages	(515) 509-6035 Always include your name and class with every message sent!		
Office location	Building 4; Room 11A	Office hours	M-F 12:00-2:00
Web page	http://www.dmacc.edu/Instructors/jegonzalez2/		

Course Information

Semester	Spring	Year	2010
Course title	Biotechnology Internship		
Course number	BIO 249	Credits	3
Section number	A	CRN number	21477
Days & Time	Arranged	Location	Arranged
Course description	This internship is the final requirement for completion of the Biotechnology A.S. degree requirements. It will be conducted in cooperation with potential employers. During this period, students will be expected to demonstrate their technical skills and practicum competencies in a professional manner, showing progressive independence, greater efficiency and confidence.		
Course competencies	http://www.dmacc.edu/competencies/		

Requirements

- Use the Biotechnology Internship Checklist to track the following:
- Complete a resume and sample cover letter and submit to instructor for comments and suggestions.
 - Independently apply to open positions you locate and those provided by the instructor.
 - Upon accepting a position send a copy of the job description and contract (if provided) to instructor.
 - Provide your supervisors contact information (name, title, phone and e-mail) to Julie.
 - Fill out and return the signed Standard Cooperative Training Agreement Form to instructor
 - Contact instructor with weekly updates and questions.
 - After completion of approximately 75 hours I will contact your supervisor to follow up on your progress.
 - When you have completed 160 hours of your internship a time will be arranged for an exit interview with you and your supervisor.
 - At the completion of 200 hours send your signed time sheets to the instructor.
- All forms are available online at <http://www.dmacc.edu/Instructors/jegonzalez2/Classes/internship.htm>

Policies

Instructor Communication	All course information sent to students will be sent to your DMACC e-mail account. If you have not yet set up the account or are unable to access it contact the help desk at 515-965-7300 or 1-800-362-2127, ext. 7300.
Academic dishonesty	“Academic integrity, doing one’s own work in course assignments and in tests, is one of the most important values in higher education. Receiving credit for plagiarizing or cheating violates the value of all degrees conferred. It is unacceptable for students to submit another person’s work as their own. If students quote, summarize, paraphrase or use an author’s idea, they must acknowledge the source, otherwise they are plagiarizing. Allowing others to accept credit for work not their own in tests or in written and oral reports is also cheating. Students who plagiarize or cheat will be held accountable by their instructor and are subject to the sanctions.” For additional information refer to the DMACC Student Handbook: http://www.dmacc.edu/handbook/welcome.asp

DMACC Information Web Sites

DMACC home page	http://www.dmacc.edu/
Instructor home pages	http://www.dmacc.edu/Instructors/jegonzalez2/
Admissions & registration	http://www.dmacc.edu/potienti.asp

Cellular phone use statement	http://www.dmacc.edu/student_services/cellphone.asp
WebCT	http://webct.dmacc.edu/webct/public/home.pl
Student handbook	http://www.dmacc.edu/handbook/welcome.asp
Add/drop dates	http://www.dmacc.edu/registration/add_drop.asp
Refund policy	http://www.dmacc.edu/refund.asp
Support Services	
Accommodations	“It is the policy of DMACC to accommodate students with disabilities. Any student with a documented disability who requires reasonable accommodation should contact the special needs coordinator at 515-964-6850 voice or 515-964-6810 TTY.”
Services for students with disabilities	http://www.dmacc.edu/student_services/disabilities.asp Contact the special needs coordinator at 515-964-6850V , 515-964-6809 TTY or the counseling & advising office on any campus for an Application for Accommodation.
Disclaimer	
“This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change without notice. Any potential exceptions to stated policies and requirements will be addressed on an individual basis, and only for reasons that meet specific requirements. If you have any problems related to this class, please feel free to discuss them with me.”	
Nondiscrimination Policy	
Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, gender, sexual orientation, age, and disability. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedures. Complaint forms may be obtained from the DMACC Web site, the Ombudsperson, Judicial Officer, Human Resources Department, the campus Provost's Offices, and Academic Deans' Offices.	
Students who wish additional information or assistance may contact the Executive Dean, Student Services, Laurie Wolf , Building 1, 515-964-6437 or the EEO/AA Officer, Dr. Sandy Tryon , Human Resources, Bldg. 1, 515-964-6301 or they may refer to Student Services procedure 4645 located on the DMACC Intranet at http://my.dmacc.edu/procs.aspx . Go to Policies & Procedures and choose Student Services Procedures. Employees and applicants who wish additional information or assistance may contact the EEO/AA Officer, Dr. Sandy Tryon , Human Resources, Bldg. 1, 515-964-6301 or refer to HR Procedures 3000, 3005, 3010, 3015, and 3020 at http://www.dmacc.edu/hr/hrpp.asp .	
For requests for accommodations, the Accommodation/Section 504/ADA Coordinator, Sharon Bittner , can be contacted at 515-964-6857. Students with requests for accommodations should refer to the Student Services procedure 4610 located on the DMACC Intranet at http://my.dmacc.edu/default.aspx . Go to Policies & Procedures and choose Student Services Procedures.	