MONTGOMERY COUNTY COMMUNITY COLLEGE
BIOTECHNOLOGY INTERNSHIP
BIT 298 (6-1-15)
Course Outline

Fall 2005    Dr. Linda Rehfuss
Time: TBA    Phone/campus location: 215-641-6643, SC-344
Room SC-313    E-mail: lrehfuss@mc3.edu
Web page: http://faculty.mc3.edu/lrehfuss/lrehfuss.htm
Office hours: Tu/Th 8:30 – 9 a.m. Noon- 12:30 p.m., Wed 9-10 a.m. and by appointment

There is no required textbook for this course. There is an accompanying packet for the internship requirements.

COURSE DESCRIPTION
In this course, the student will work under the guidance of a mentor at a local pharmaceutical or biotechnology company (or, if appropriate, an academic or clinical setting) to gain expertise in a biological or manufacturing laboratory setting. The course will allow the student not only to gain a first hand work experience at the sponsoring institution but also allow him/her to make contacts necessary for gaining future employment. The lecture portion of this course will consist of topics related to the particular student internships occurring in the present semester. The students will learn to use and evaluate computer based genome databases. Other topics to be covered in the course include resume writing, networking and interviewing skills necessary for the biotechnology industry. Mock job interviews will be conducted with the students.

PREREQUISITES:
BIT 120, BIT 123, BIT 220
GPA of at least a 2.5 for all science courses
permission of the biotechnology coordinator
availability of an internship position
internship pre-test or screening by the instructor
fulfillment of any additional selection criteria imposed by the sponsoring institution

CO-REQUISITE OR PREREQUISITE: BIT 230

LEARNING GOALS
1. Demonstrate relevant job skills acquired in an internship at a biotechnology or pharmaceutical company (or, if appropriate, in an academic or clinical setting) through faculty and sponsor evaluations.
2. Define the key operating segments of a biotechnology or pharmaceutical company.
3. Adapt to working in teams of different people while applying basic scientific methodology to define and solve problems.
4. Communicate the details of the internship experience in both written and oral formats.
5. Analyze and describe the responsibilities of the internship position and the position held by the immediate supervisor.
6. Synthesize a written job description report for the internship position and that of the immediate supervisor.
7. Evaluate the written job description reports as potential recruitment tools.
8. Generate a resume and conduct job interviews with the instructor and classmates.
9. Evaluate at least 2 genome databases.
10. Compare the utility and quality of data extracted from each genome database evaluated.
COURSE POLICIES

ATTENDANCE and GRADING: The primary grade will come from the participation and evaluation of the internship experience. This will be done in conjunction with the internship sponsor. Regular attendance to and performance at the workplace is obviously key to the internship, as well as your cooperation and progress. See internship packet for detailed explanations of the required reports and presentations required for receiving a grade in this course. The course grade will be based on a 400 point total to be allotted as follows:

15 hours/week work experience (including industry skills recap report) 200 points
Job Description Reports (2) 50 points
Student Evaluation Form (completed by employer) 50 points
Internship Written Critique 50 points
Internship Oral Report 40 points
Student Intern’s Evaluation Form (completed by student) 10 points

CHEATING AND PLAGIARISM: These two (2) activities will not be tolerated at any level. Any student who violates these policies will be dismissed from the course and given a failing grade.

WITHDRAWAL FROM COURSE: Please refer to the MCCC Catalog for procedures, deadlines, etc. Since this is an internship course to be performed off campus, withdrawal will be allowed only under extenuating circumstances when requested by the student or will be allowed when requested by the employer.

STUDENTS WITH DISABILITIES: Students with disabilities may be eligible for accommodations in this course. Please contact the Director of Services for Students with Disabilities in College Hall 131 at (215) 641-6575 or 6574 for more information. At the West Campus, contact the Coordinator of Disability Services in the Student Development Center at (610) 718-1853.

INCLEMENT WEATHER: Please listen to KYW for closing information. The code is 320 for day classes and 2320 for evening classes. You may also check KYW’s Website at www.kyw1060.com for closing information. You can also call the Central Campus’ main number (215-641-6300) and follow the prompts for receiving school closing information.

COURSE CALENDER (follows): While every effort will be made to remain on schedule, this schedule and syllabus are subject to change. Students will be notified of any changes that are made. – This course calendar is for the faculty-student meeting portion of the course only. The work schedule for the internship at the off campus employment site will be predetermined by the employer and agreed to by the student.
COURSE CALENDER

Day of the week and time to be determined; class will meet in SC 313; order of the lecture topics is subject to change based on the individual internship assignments.

Lecture Topic(s)

1). Discussion of skills and observations made during the internship (ongoing at each session)
2). Biotechnology sector discussion: Research and Development
3). Biotechnology sector discussion: Production and Manufacturing
4). Genomics: where the field is today
5). Genome databases: practice with several examples and compare results
6). Protein databases: practice with several examples and compare results
7). Resume writing and interviewing skills
8). Discuss written and oral reports for this course
9). Student oral presentations of internship experiences
10). Mock interviews with instructor and fellow students