



# Georgetown University Medical Center

## Master of Science in Biochemistry and Molecular Biology

**Course Name:** Biochemistry and Cell & Molecular Biology Internship

**Course Number:** BCHB 910      4 credits

**Contact persons:**

Course Director/ Program Director : Cynthia Simbulan-Rosenthal, Ph.D.,  
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**Fall Semester :**                    **September 1 - December 9**  
**Spring Semester:**                **January 2 - May 7**  
**Summer Semester:**              **June 1 - August 30**

### INTERNSHIP GUIDELINES

1. Internship sites: GUMC & NIH, FDA, Biotech industries research laboratories
2. Unless special permission is granted, students need to complete 15 semester credit hours prior to the start of their internship.
3. A 3.0 or better average in all courses is recommended.
4. All internships must be approved by the course and program directors.
5. Off-campus internships need to be in the D.C. metropolitan area and must be approved by the program.
6. Select at least three possible internships, in GUMC, NIH, FDA, or biotechnology companies research laboratories, and make arrangements by email or phone to meet with potential mentors in institutions of interest or companies. Students can select from a list provided by the program or independently search for a research lab and mentor on their own if they prefer.

7. Each participating mentor will develop with the internship student specific objectives to be met during the internship. The intern will fill out the internship objectives form; write the objectives as you understand them (not to be written by the mentor). Have your mentor sign the form at the bottom to indicate his/her approval of your objectives. The intern will submit the completed form to the course director for approval **prior to** the start of the internship. ***Students are not allowed to start on their internship until their objectives form is completed, signed, and approved by the program.***
8. The internship is for a minimum of **280 hours**, which for the fall and spring translates to **20 hours per week for 14 weeks**. For the summer, with prior permission from the course director, other arrangements are acceptable (e.g., 40 hours per week for 7 weeks). Students will be required to keep a *ledger/time sheet* that needs to be signed by their mentor weekly.
9. While there is no remuneration for the first 280 hours a semester, students can be employed in the hosting laboratory/institution on a part-time basis after these hours are met.
10. A midterm progress report (after completion of 140 hours or 7 weeks) is required that summarizes work to-date, which includes progress or completion of objectives. This midterm report must be approved and signed by the mentor prior to submission to the course director.
11. An abstract and poster are required and due approximately two weeks prior to poster presentations. Contents of abstract and poster must be approved and signed by the mentor prior to submission to the course director.
12. A final 20-page paper/report and a poster presentation are required to complete the course. The paper/report must be approved and signed by the mentor and is due three days before the day of poster presentation.
13. Poster presentations will be held in the first week of December (fall internships), last week of April (spring internships), and last week of July (summer internships).
14. An evaluation form and recommended grade must be provided by the mentor at the conclusion of the internship project (due prior to poster presentations).
15. Specific due dates will be posted at the beginning of the semesters.