# NSCS Internship Enrollment Form

**School of Mind, Brain and Behavior**

Complete this form and submit to Maria Rodriguez in Gould-Simpson 624. Forms are due by the 16th day of the semester.

## Registration Information

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID #</th>
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<th>Student Phone</th>
<th>Student Email</th>
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**Class Standing:**  
Fr  So  Jr  Sr  

**Semester/Session:**  
Fall  Spring  Summer  Year

### NSCS Course Number - select one course number below

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>GRADING SCHEME</th>
<th>UPPER DIVISION</th>
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<tbody>
<tr>
<td>Internship</td>
<td>Superior/Pass/Fail</td>
<td>☐ 393  ☐ 493</td>
</tr>
<tr>
<td>Honors Internship</td>
<td>Superior/Pass/Fail</td>
<td>☐ 393H ☐ 493H</td>
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**Number of Units:** ____________  
(Each unit requires 45 hours of work, or about 3 hours per week during a typical 15 week semester.)

## Organization & Supervisor Information

**Name of Organization**

**Type of Organization:**  
Health Care  Research  Government  Non-Profit  Other __________________________

**Supervisor Name**

**Supervisor Email**

**Phone:**

## Unit Limit & Project Continuation

**Will enrollment in these credits put you over the unit limit of 19 units?**  
Yes  No

If yes, please contact your primary major advisor to request a unit increase prior to submitting this form.

**Are you continuing the same internship that you were working on last semester?**  
Yes  No

Students may continue an internship one time without being required to submit a new job description or 100% Engagement documentation. If you are continuing, you need only fill out the first page of this form. If your internship continues for a third term, you will be required to submit a full enrollment packet again.

## Required Signatures

*Please ensure that all required sections of the form have been completed before signing and submitting form*

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<th>Student</th>
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<th>Supervisor</th>
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<tr>
<th>NSCS Approval</th>
<th>Date</th>
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Office Use Only  
SECTION  COURSE #  DATE ENROLLED  ENROLLED BY
**Project Title:**

**Brief Description of Project:**

**Estimated hours per week Student will spend on project**

**Estimated Project Advisor/Student contact hours per week**

**Will the student be required to attend lab meetings?** Yes  No

**Will the student be required to keep a lab notebook?** Yes  No

**Techniques the student will learn/utilize as part of this research project:**

**Tangible products the student will be submit as part of this research project, such as papers, posters, data, Power Point presentations, stocks, strains, etc.:**

**Additional requirements for this research project:**

**ABSTRACT REQUIRED:** Attach a description of your project (~150 words) that specifies:

- The context of the project (what’s the big question?)
- The specific question or hypothesis to be addressed
- The major approach(es) to be used

Note that the research proposal is to be written by the student to ensure that the student understands what is expected of them. The advisor may assist but should not write the proposal for the student.
I want to do lab research but I don’t have a faculty mentor. How do I find a lab to work in?
Research labs rarely recruit undergraduate students, even if they are accepting new research assistants. It is therefore up to students to search for a lab much like they would search for a job. Networking is an invaluable way to find research positions and there are plenty of tools available online to help with the search. A good starting point is the Undergraduate Research page on the NSCS website: http://www.nscs.arizona.edu/undergraduate_research

What course number should I register for?

Lower-division vs Upper-division
This is at the discretion of the project advisor. NSCS Suggestion: Lower-division credit (199, 199H, 299, 299H) is appropriate when the student will be performing relatively simple tasks. Upper-division credit (399, 399H, 392, 392H, 499, 499H, 492, 492H) is appropriate for any student, regardless of class standing (Fr, So, Jr, Sr), as long as they work they are performing is sufficiently challenging.

Independent Study (199, 299, 399, 499) is graded using S/P/F grades which will not factor into the student’s GPA and may be repeated an unlimited number of times.

Honors Independent Study (199H, 299H, 399H, 499H) is graded using regular A-E grades and will factor into the student’s GPA, as well as earn Honors credit. Students must be active in the Honors College and the work they are doing should be qualitatively different from a non-Honors independent study. Advisors and students should follow the Honors College requirements for independent studies: http://www.honors.arizona.edu/resources-advisors. Honors Independent Study may be repeated an unlimited number of times.

Directed Research and Honors Directed Research (392, 392H, 492, 492H) is graded using regular A-E grades and will factor into the student’s GPA. Students should be making an intellectual contribution to a project or should be engaged in their own project and not just be performing routine tasks such as data entry or lab maintenance.

How many units should I register for?
Students are required to work 45 hours per unit that they register for. This amounts to approximately 3 hours per week, per unit. It is a good idea to work out your schedule with your mentor first, figure out how many hours per week you will work, and then determine how many units those hours are worth. Most students enroll for between 1-3 units, depending on how many hours they commit to working in the lab. Occasionally, units in excess of 3 are approved but the amount of time spent on research must not interfere with the student’s academics.

My project advisor asked me to enroll for credit through their department. Is that ok?
We prefer that all NSCS students enroll for their research credit through the NSCS program. This allows us to keep track of our students’ research: which of our students are doing research on campus and what, specifically, they are working on and with whom. This is especially useful when we are evaluating our students for eligibility for various awards and scholarships. We can add sections for any faculty member on campus, no matter what their primary department is. The assigned faculty member will get the SCH (teaching credit) and will assign the grade for the section.

How does my project advisor enter my grade?
At the end of the semester, your project advisor must enter your grade via the UAccess Instructor Center. Instructions can be found here: http://uits.arizona.edu/sites/default/files/workshops/watt/UAccess_Student_Instructor_Center.pdf

Still have questions?
Contact Maria Rodriguez, NSCS Program Coordinator, at mmrodriguez@arizona.edu, 621-6643 or Gould-Simpson 624.