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

Student Name _____ **Student ID #** _____

Student Phone _____ **Student Email** _____

Class Standing: Fr   So   Jr   Sr   **Semester/Session:**   Fall   Spring   Summer   **Year** _____

NROS Course Number - select one course number below (must be active in Honors College to do Honors Sections)

COURSE TITLE	GRADING SCHEME	UPPER DIVISION	
Internship	Superior/Pass/Fail	☐ 393	☐ 493
Honors Internship	Superior/Pass/Fail	☐ 393H	☐ 493H

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

Student _____ **Date** _____

Supervisor _____ **Date** _____

NSCS Approval _____ **Date** _____

Office Use Only   SECTION _____   COURSE # _____   DATE ENROLLED _____   ENROLLED BY _____

Independent Study/Directed Research Project Information

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.