

BIOTRAIN 899: Internship and Experiential Learning Administrator Course Guide



Course Director:

Calla Telzrow, PhD (calla.telzrow@duke.edu)

Overview:

The Office of Biomedical Graduate Education (OBGE) offers BIOTRAIN 899 to enable PhD students in the School of Medicine (SoM) to participate in real-world internship/experiential learning opportunities.

Student Eligibility Requirements:

- Students are eligible to register for BIOTRAIN 899 if they have met **all** the following criteria:
 - Have successfully completed their preliminary examination.
 - Have received credit for or are currently enrolled in BIOTRAIN 898: Gateway to Internship and Experiential Learning, which is offered to all SoM PhD students every semester.
 - Have accepted an internship/experiential learning position that:
 - Will occur (start and end) during the Summer Term.
 - Is a US-based position.
 - Is a full-time position (at least 40 hours/week).
 - Is at least six weeks in duration.
 - Is paid directly by the internship/experiential learning host organization.¹
 - Have received approval to participate in the internship/experiential learning opportunity from their PhD advisor and director of graduate studies (DGS).
 - Have active student status for the duration of the internship/experiential learning opportunity.
 - Have not received a grade for BIOTRAIN 899 previously.

Instructions for Administrators:

- The student will receive the stipend provided by the host organization during the internship/experiential learning period. If this amount is less than Duke's stipend, no additional funds will be provided to match it. If this amount is higher than Duke's stipend, the student will receive the full amount without Duke's intervention.
- The student is responsible for notifying their program administrator of their upcoming internship/experiential learning opportunity. The program administrator should work with any additional administrators (e.g., the PhD advisor's chief administrative officer [CAO], the student's human resources [HR]/payroll representative) to complete the following items in iForms and GSF before the start of the Summer Term:
 - Verify the internship/experiential learning dates with the offer letter provided by the student.²
 - Place the student at zero rate of pay for the duration of the internship/experiential learning period.
 - Move the student's effort to a placeholder institutional code for the internship/experiential learning period.
 - Charge the student's Summer tuition to the department-specific tuition support code or interdisciplinary tuition support code used for first-year fellowship tuition for the degree-granting department/program.
- The program administrator must confirm completion of the above financial items on the student's T3 Internship and Experiential Learning task before the start of the Summer Term.
- When the student's internship/experiential learning period ends, the student's stipend must be resumed and their effort returned to 100% at Duke.

¹ If the work conducted during the internship/experiential learning opportunity will be with a research partner, the student must contact the BIOTRAIN 899 course director before registering to discuss conflicts of interest, effort, and financial requirements. 1

² If the internship/experiential learning experience deviates from the original offer or dates, the student must immediately notify:

- Their program administrator to engage the necessary administrators and discuss the financial implications.
- The BIOTRAIN 899 course director to discuss options for receiving course credit and eligibility for re-enrolling in the course.