

## BIOTRAIN 899: Internship and Experiential Learning 2025 Checklist

BLUE = student; GREEN = faculty; ORANGE = administrator; PINK = internship mentor



### Before the Internship/Experiential Learning Experience:

*Complete before the start of the Summer Term (May 14, 2025)*

- ☐ Student successfully completes their preliminary examination.
- ☐ Student completes and earns credit for BIOTRAIN 898: Gateway to Internship and Experiential Learning.
- ☐ Student discusses their interest in participating in an internship/experiential learning opportunity during their graduate training with their PhD advisor.
- ☐ *Students supported by external grants:* Student contacts their grant coordinators to discuss eligibility and financial requirements for an internship/experiential learning opportunity.
- ☐ Student applies for and secures a paid, US-based, full-time internship/experiential learning opportunity that occurs during the Summer Term.
- ☐ Student discusses their plans for their research and academic responsibilities with their PhD advisor.
- ☐ Student applies for BIOTRAIN 899 by adding an Internship and Experiential Learning task on their T3 Professional Development tab and uploading their offer letter with the internship/experiential learning experience dates.
- ☐ PhD advisor and DGS submit consents for the student's internship/experiential learning experience on T3.
- ☐ Student registers for BIOTRAIN 899 using the permission number provided by the course director and CTN 1 on [DukeHub](#).<sup>1</sup>
- ☐ Student notifies their program administrator of their internship/experiential learning opportunity and provides them with the offer letter with the internship/experiential learning experience dates, copying the course director and their PhD advisor on the correspondence.<sup>2</sup>
- ☐ *Foreign national students on a visa:* Student completes all appropriate paperwork (typically a [CPT application](#)) and receives necessary approvals from Duke Visa Services. Please note that the CPT application must be submitted as least two weeks before beginning the internship/experiential learning experience.
- ☐ Program administrator engages the necessary administrators (e.g., the PhD advisor's CAO, the student's HR/payroll representative).
- ☐ Program administrator/CAO/HR/payroll representative verify the internship/experiential learning dates with the offer letter.

<sup>1</sup> 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

<sup>2</sup> 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.

DGS = director of graduate studies; CPT = curricular practical training; CAO = chief administrative officer; HR = human resources

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- ☐ Program administrator/CAO/HR/payroll representative place the student at zero rate of pay for the duration of the internship/experiential learning period.
- ☐ Program administrator/CAO/HR/payroll representative move the student's effort to a placeholder institutional code for the internship/experiential learning period.
- ☐ Program administrator/CAO/HR/payroll representative 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.
- ☐ Program administrator confirms that the student's stipend has been paused for the duration of the internship/experiential learning opportunity and the student's Summer tuition has been charged to the appropriate SoM or interdisciplinary tuition support code on the student's T3 Internship and Experiential Learning task.
- ☐ Student attends the Zoom course kick-off meeting organized by the course director.

**During the Internship/Experiential Learning Experience:**

***Complete during the internship/experiential learning period (May 14 – August 22, 2025)***

- ☐ Student starts their internship/experiential learning experience.
- ☐ Student informs their internship mentor about the course, provides them with the internship mentor guide, and obtains permission to share their email with the course director for the course evaluation.
- ☐ Student adds their internship mentor's name and email to their T3 Internship and Experiential Learning task.
- ☐ Student organizes and attends at least one (1) Zoom check-in meeting with the course director.
- ☐ Student completes their internship/experiential learning experience.

**After the Internship/Experiential Learning Experience:**

***Complete after the internship/experiential learning period and before the end of the Summer Term (August 22, 2025)***

- ☐ Program administrator/CAO/HR/payroll representative resume the student's stipend and return the student's effort to 100% at Duke.
- ☐ Student writes their Internship/Experiential Learning Report and uploads it to their T3 Internship and Experiential Learning task.
- ☐ Student completes the Student Internship/Experiential Learning Evaluation on Qualtrics.
- ☐ Student notifies the course director about which engagement activity (recording a "flash talk" or serving on the BIOTRAIN 898 panels) they will participate in the following academic year.

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- ☐ PhD advisor reads the student's Internship/Experiential Learning Report and completes the Advisor Internship/Experiential Learning Evaluation on the student's T3 Internship and Experiential Learning task.
- ☐ Internship mentor completes the Mentor Internship/Experiential Learning Evaluation on Qualtrics.

**During the Following Academic Year:**

*Complete one of the following activities during the academic year after the internship/experiential learning experience*

- ☐ Student records a "flash talk" about their internship/experiential learning experience and submits it to the course director by November 2025.
- ☐ Student serves on the BIOTRAIN 898 Fall (November 13, 2025, 9 – 10 AM) and Spring (April 14, 2026, 9 –10 AM) student intern panels.

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