

BIOTRAIN 899: Internship and Experiential Learning Faculty Course Guide

Course Director:

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

Term:

Summer 2025

Grading Basis:

CR/NC

Overview:

Most doctorate-level biomedical trainees pursue non-tenure track careers after completing their PhD ([NIH Biomedical Research Workforce Working Group Report](#), 2012). The Office of Biomedical Graduate Education (OBGE) offers BIOTRAIN 899 to enable PhD students in the School of Medicine (SoM) to deeply explore diverse career sectors, preparing them to make more informed career path decisions. Through this course, students will participate in real-world internship/experiential learning opportunities. To be eligible for the course, students must independently secure a paid summer internship/experiential learning opportunity, as the course content is the experience itself provided by the host organization. Through this course, students will experience real-world work settings; build sector-specific technical skills and professional connections; gain additional mentorship; enhance their leadership, communication, and teamwork skills; and explore interests and specializations not available in their doctorate training. This course has been approved by Duke Visa Services for curricular practical training (CPT).

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.

Financial Requirements¹:

- Students supported by external grants must contact their grant coordinators to discuss eligibility for an internship/experiential learning opportunity and the process to pause effort and tuition or tuition remission funding for the duration of the experience, if required.
- Students must notify their program administrator of their internship/experiential learning opportunity so that the program administrator can complete the following items in collaboration with any additional administrators:



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.

- The student's stipend must be paused for the duration of the internship/experiential learning opportunity, as they will be paid by the host organization. When a student's internship/experiential learning period ends, their stipend should resume, returning to 100% effort at Duke. Please note that during the internship/experiential learning period, the student will receive the stipend provided by the host organization. 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.
- Under the [Summer Registration Policy](#), the SoM will support summer tuition costs for students participating in internship/experiential learning opportunities through BIOTRAIN 899 that do not cover tuition costs. The Summer tuition may be charged to the department-specific tuition support code or interdisciplinary tuition support code used for first-year fellowship tuition for the degree-granting department/program.
- Students will maintain their student health insurance and campus building access during the internship/experiential learning opportunity.

Expectations of Stakeholders:

Expectations of Students:

- Students are expected to have had previous in-depth discussions with their PhD advisor about their interest in participating in an internship/experiential learning opportunity during their graduate training.
- Students are expected to discuss their plans for their research and academic responsibilities during their internship/experiential learning period with their PhD advisor and document these plans on their T3 Internship and Experiential Learning task. Students can elect to work on academic- or research-related tasks outside of the internship/experiential learning hours; students cannot work on academic- or research-related tasks during designated internship/experiential learning hours.¹
- Students are expected to participate in an internship/experiential learning opportunity that aligns with [NACE guidelines](#) and the BIOTRAIN 899 objectives and learning outcomes.
- Students are expected to develop a clear understanding of the host organization's policies regarding proprietary information and adhere strictly to them.
- Students are expected to follow the attendance expectations of the host organization.
- Students are expected to conduct themselves in alignment with the [Duke Community Standard and Student Conduct](#) throughout the internship/experiential learning opportunity.
- Students are expected to complete all course requirements for credit in alignment with the course schedule.
- Students are expected to complete one (1) of the following engagement activities the academic year following their internship/experiential learning opportunity:
 - Recording a 10-15 minute "flash talk" about their internship/experiential learning experience and submitting it to the course director.
 - Serving on the Fall and Spring BIOTRAIN 898 student intern panels.
- Students are expected to complete the Student Internship/Experiential Learning Evaluation on Qualtrics at the conclusion of the internship/experiential learning period.

Expectations of PhD Advisors:

- PhD advisors cannot require students to work on academic- or research-related tasks during the internship/experiential learning period; 100% of the student's effort must be applied to the internship/experiential learning opportunity. However, students can elect to work on academic- or research-related tasks outside of the internship/experiential learning hours.
- PhD advisors are expected to read their student's Internship/Experiential Learning Report and complete the Advisor Internship/Experiential Learning Evaluation on T3 after the internship/experiential learning experience.

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.