

BIOTRAIN 899: Internship and Experiential Learning

Student Course Guide

Course Director:

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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).

Course Competencies, Objectives, and Student Learning Outcomes:

OBGE Competency: Resilience and Survival Skills – Motivation/resilience and persistence

- Objective: To enable students to deeply explore and clarify personal career paths.
 - Learning outcome: Assess interest in sector goals and day-to-day tasks, as well as alignment with interpersonal dynamics and overall work culture in the sector.
 - Learning outcome: Develop both short-term and long-term goals for professional growth in the sector.
 - Learning outcome: Understand professional and personal challenges that may arise in the sector.

OBGE Competency: Collaboration and Team Science Skills – Disciplinary awareness/integration/team skills

- Objective: To provide opportunities for students to collaborate and cultivate a professional network in sector.
 - Learning outcome: Share expertise and technical skills from graduate training to contribute to ongoing projects/initiatives in the organization.
 - Learning outcome: Work as an effective team member by clearly communicating with colleagues and supervisors in the organization, implementing their feedback to enhance the quality of work.
 - Learning outcome: Pursue mentorship with supervisors and establish connections with colleagues through networking activities to gain insights into professional growth in the sector.

OBGE Competency: Leadership Skills - Organization and planning/problem solving/vision

- Objective: To provide opportunities for students to build sector-specific technical skills.
 - Learning outcome: Learn and apply relevant technical skills to contribute to ongoing projects/initiatives in the organization.
 - Learning outcome: Troubleshoot and solve technical problems with minimal guidance or, when possible, independently.
 - Learning outcome: Identify any professional or personal areas that may require further development to reach professional goals in the sector.

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:
 - 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.

Registration Process¹:

- Students should register for both BIOTRAIN 899 and CTN 1 (Continuation) for the Summer Term.
 - Students apply for BIOTRAIN 899 permission by adding an Internship and Experiential Learning task on their T3 Professional Development tab and uploading their offer letter that includes the dates of their internship/experiential learning opportunity.

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. 2

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.

- Once PhD advisor and DGS approvals have been submitted on T3, OBGE will provide each student a permission number for registration in DukeHub. The registration deadline is the Drop/Add deadline for Summer Term 1.
- Foreign national students studying at Duke on a visa must complete all appropriate paperwork (typically a [CPT application](#)) and receive necessary approvals from Duke Visa Services.

Course Requirements for Credit²:

- Students will receive credit for BIOTRAIN 899 upon meeting **all** the following criteria:
 - Completing the internship/experiential learning opportunity.
 - Attending the Zoom course kick-off meeting before the internship/experiential learning period begins.
 - [Organizing](#) and attending at least one (1) Zoom check-in meeting with the course director during the internship/experiential learning period.
 - Uploading a brief Internship/Experiential Learning Report to T3 at the conclusion of the internship/experiential learning period.
 - Committing to one (1) engagement activity the following academic year, as outlined in the *Expectations of Students* subsection.

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.

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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.

Expectations of Internship Mentors:

- Internship mentors are expected to provide an internship/experiential learning experience that aligns with [NACE guidelines](#) and the BIOTRAIN 899 objectives and learning outcomes.
- Internship mentors are expected to ensure the host organization pays the student the stipend and follows the payment schedule agreed upon with the student, provided the student successfully completes the internship/experiential learning experience.
- Internship mentors are asked to complete the Mentor Internship/Experiential Learning Evaluation on Qualtrics at the conclusion of the internship/experiential learning period.

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Course Schedule:

Date	Event	Details
May 7, 2025	Internship/experiential learning kick-off meeting	Students attend the Zoom course kick-off meeting organized by the course director.
May 14, 2025	Internship/experiential learning period opens (Summer Term 1 begins)	Internship/experiential learning experiences start on or after this date.
June – July 2025	Internship/experiential learning check-in meeting	Each student organizes and attends at least one (1) Zoom check-in meeting with the course director during this period.
August 22, 2025	<p>Internship/experiential learning period closes (Summer Term 2 ends)</p> <p>Student internship/experiential learning experience deliverables due</p> <p>Advisor Internship/Experiential Learning Evaluation due</p> <p>Mentor Internship/Experiential Learning Evaluation due</p>	<p>Internship/experiential learning experiences end on or before this date.</p> <p>Students submit their Internship/Experiential Learning Reports to T3 by this date.</p> <p>Students complete the Student Internship/Experiential Learning Evaluation on Qualtrics by this date.</p> <p>Students' PhD advisors complete the Advisor Internship/Experiential Learning Evaluation on T3 by this date.</p> <p>Students' internship mentors complete the Mentor Internship/Experiential Learning Evaluation on Qualtrics by this date.</p>
August 2025 – April 2026	<p>Choose one (1) of the following engagement activities:</p> <p>Recorded internship/experiential learning flash talks due</p> <p>BIOTRAIN 898 student intern panels</p>	<p>Students that have committed to record flash talks about their internship/experiential learning experience submit them to the course director any time between August – November 2025.</p> <p>Students that have committed to serve as student intern panelists for BIOTRAIN 898 serve on the Fall (November 13, 2025, 9 – 10 AM) and Spring panels (April 14, 2026, 9 –10 AM).</p>

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