

Instructions for Human Physiology/Human Anatomy Intern Application

Please include the following as your application:

- 1) The completed Internship Application Form (see back of this sheet)
- 2) A copy of your transcript. An unofficial copy is acceptable.
- 3) A letter of recommendation from your TA. Contact the Head TA if your TA is no longer teaching.
- 4) A copy of your class schedule for the next semester so you can be assigned a laboratory section.
- 5) Current Photograph

Internship Responsibilities

- 1) **Attend one 3-hour lab per week.** During the lab you will be assigned different concepts to teach. Since you will rotate through labs throughout the semester it is important to make enrollment decisions that maximize your availability. This is a factor when we make our decision.
- 2) **Attend Friday afternoon meetings.** These meetings may last until about 6:00pm depending on the start time. The length of meeting varies each week but do not commit to anything before 6:30pm. During each meeting you will
 - Anatomy -- assist in the dissection of the cadaver and animal parts, help prepare the lab room for the following week as well as help clean, stock and organize the lab.
 - Physiology -- learn how to use equipment and perform the experiments.

** Everyone will go over the material for the following week's lab so you will be responsible for reviewing and understanding the material before the meeting.
- 3) **Hold one office hour per week in the lab.**
- 4) **Teach a full lab during the semester.** You will be responsible for preparation, set-up and grading for that material.
- 5) **Attend the full week of TA training one week prior to the commencement of the fall semester.** The dates and times will be announced. Our first mandatory Anatomy and Physiology meeting is held the Friday before classes start from 10:00am to 5:00pm.

** The internship is a one credit hour course (Bios 389). If selected we will provide the permission number for you to register through MyRed.

** *While the goal of the Internship Program is to train potential TAs for Human Anatomy/Human Physiology, keep in mind that having completed an internship does not guarantee you a TA position.*

