

CONTRACT (for all concentrators initiating after 8/31/2008)

Biomedical Studies Concentration – Coordinator: Jean Porterfield

Completion of a [Biomedical Studies Concentration](#) requires not only a set of courses but also a set of experiences including career research, practical preparation, and a senior capstone project. This contract: 1) will help you organize your concentration requirements; 2) contains information about pertinent resources; 3) serves as a contact point between you, the Biomedical Studies Coordinator ([Dr. Jean Porterfield](#)), and the [Center for Experiential Learning](#) (particularly [Sandy Malecha](#)). You are encouraged to let the Biomedical Studies Coordinator (BSC), [Center for Experiential Learning](#) (CEL) staff, and others (including members of the St. Olaf College [Health Professions Committee](#)) help you in achieving your goals. The contract is organized in to five areas: Contract Initiation, Career Research, Practical Activities, Courses, and Senior Capstone. You can request approval for each of these areas separately upon completion.

PART I: CONTRACT INITIATION

Name _____ Graduation Year _____

Major(s) & Concentration(s) _____

Briefly (2-3 sentences) describe your motivation and goals for pursuing this concentration.

***** BSC Approval** _____ **Date** _____

PART II: CAREER RESEARCH

This part of the Biomedical Studies Concentration provides you with a context for learning about different careers that might suit your talents, interests, and motivations. Completion of the requirements in Parts A-D below will involve utilizing the excellent resources of the [Center for Experiential Learning \(CEL\)](#), and there are many other places to go for information. For example, [ExploreHealthCareers.org](#) is a very useful general resource, and the [Biomedical Studies web page](#) contains a links page.

A. CEL ["Exploring Careers in the Biomedical Sciences" Workshop](#) attended on _____

B. Identify three potential careers, and complete and submit a CEL Career Exploration Worksheet for each:

Career 1 _____ Worksheet submitted YES / NO

Career 2 _____ Worksheet submitted YES / NO

Career 3 _____ Worksheet submitted YES / NO

C. Conduct [informational interviews](#) with at least two professionals (from different careers), and complete and submit a CEL Informational Interview form for two of your interviews:

Name/Profession of Interviewee #1 _____ Form submitted YES / NO

Name/Profession of Interviewee #2 _____ Form submitted YES / NO

D. Attend at least four approved career-related events that are pertinent to your potential career choices. Record each event title and date below, and include a sentence of what you gained from attending that event. Please do attend more than four events if you like! However, you only need record four events on this contract.

Event # 1 _____ Date _____

Gained _____

Event # 2 _____ Date _____

Gained _____

Event # 3 _____ Date _____

Gained _____

Event # 4 _____ Date _____

Gained _____

***** BSC Approval** _____ **Date** _____

PART III: RESUME/CV

Completion of a [resume or curriculum vitae \(CV\)](#) is required for this concentration. In order to assist you in creating a resume/CV that best represents you, we require that you first work with a CEL peer advisor (Part A below), then with a CEL staff member (Part B below). The CEL can also help you develop a personal statement; see the [CEL resources for writing an effective personal statement](#) as a starting point.

- A. Prepare a draft of your resume or CV and visit the Center for Experiential Learning (anytime M-F, 9am to 5pm) to have a Peer Advisor review it. Please note the name of the Peer Advisor you worked with, and the date you worked together.

Peer Advisor _____ Date _____

- B. Set up an appointment with a CEL staff person (you can set it up in person during your Peer Advisor conference, or just call 3268). After you make the suggested changes to your resume/CV, the CEL staff person will approve it by signing off on Part III below.

***** CEL Approval** _____ **Date** _____

PART IV: COURSES

Enter your proposed courses and tentative date for taking each. Recall that the experiential learning requirement can be fulfilled by either a course (internship for credit, approved off-campus course) or a non-academic experience (volunteer experience, shadowing). Once you have a probable plan for all five courses, request BSC approval. If you need to change one or more of the planned courses after approval, simply make the change(s) here and submit again for a new approval. Certifying that you have actually completed the courses is done automatically as part of the final concentration certification.

Requirement	Course	Date Planned	Completed
Foundation Course in Human Biology (Biology 123 or 243)			
Practical Application Course (must be outside your major)			
Ethical Issues Course			
Level II or III elective (must be outside your major)			
Experiential Learning Course			
*** OR ***			
Internship/Shadowing not for academic credit <i>[Attach a brief summary of the experience.]</i>			

***** BSC Approval of course plan** _____ **Date** _____

***** BSC Approval of completed courses** _____ **Date** _____

PART V: SENIOR CAPSTONE

- A. Proposed Project (short description) _____

BSC approval of proposed project _____ **(initials)**

- B. If project involves an event date, consult the [St. Olaf Events Calendar](#) to check for conflicts, and register your event there. Entering your event date here implies that you have registered it on the St. Olaf Events Calendar _____

If you plan to arrange a panel, use the CEL's Biomedical Career Panel checklist to guide your planning.

- C. Upon completion of the capstone, submit either a summary of the project (if an event), or the project itself (if a brochure, powerpoint, web page, etc.).

***** BSC Approval** _____ **Date** _____

FINAL APPROVAL!

Once all of the non-course elements of the contract (including your senior capstone) are completed, you can submit the whole contract for BSC approval. It's OK to submit the contract for final approval even if you are still enrolled in a required course – the final audit will occur after senior grades are submitted.

***** BSC Final Contract Approval** _____ **Date** _____