NEW MEXICO BIOSCIENCE AUTHORITY
A BIOSCIENCE CENTER OF EXCELLENCE

Bioscience Entrepreneurship Experience (BEE)

SUMMER 2027 BEE INFO GUIDE

HOST ORGANIZATIONS



ABOUT THE **BEE INTERNSHIP**

Launched in 2025, the Bioscience Entrepreneurship Experience (BEE) internship was created to meet the needs of the state's growing bioscience industry.

According to a report published by the Albuquerque Regional Economic Alliance (AREA), New Mexico's bioscience industry has grown by 21% since 2018.

Students are graduating at record levels from the state's three research universities and colleges but often take their skills and education out of state because of the perception that there is more opportunity elsewhere.

The BEE internship connects our skilled workforce and industry throughout the state to one another, facilitating a pipeline from college to career.

DETAILS

One bioscience* intern and one business intern are paired up together during one semester to work together to explore innovation, develop business models, and pitch their ideas to investors.

- 20 hours per week over eight weeks will be spent with interns' host company (180 hours for the summer semester)
- For interns, an additional one hour per week will be spent outside of their internship on an entrepreneurship workshop
- Interns must be New Mexico residents (defined as residency in the state for at least one year)
- Post-secondary students or graduate students at any New Mexico educational institution are eligible
- There is no requirement to be a student to apply
- All interns receive a $5,000 stipend on behalf of the NMBSA
- Interns can only have one placement through the BEE internship at a time, but they are eligible to apply for future semesters

* Bioscience is defined as science or engineering degrees relevant to the life sciences

BEE INTERNSHIP **CONTACT**

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HOST ORGANIZATION **RESPONSIBILITIES**

GUIDELINES DETERMINED BY THE NATIONAL ASSOCIATION OF COLLEGES AND EMPLOYERS (NACE) AND THE DEPARTMENT OF LABOR

CRITERIA FOR AN EXPERIENCE TO BE DEFINED AS AN INTERNSHIP

To ensure that an experience—whether a traditional internship or one conducted remotely/virtually—is educational, and thus eligible to be considered a legitimate internship per the NACE definition, the following criteria must be met:

- The experience must be an extension of the classroom: a learning experience that provides for applying knowledge gained in the classroom. It must not be simply to advance the operations of the employer or take the place of work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship.

HOW TO BECOME A **HOST ORGANIZATION**

Shape the next generation of leaders in the bioscience sector while creating a college-to-career pipeline by becoming a host organization. The checklist below outlines the steps involved in getting an internship developed and submitted to the NMBSA. From there, we will market your opportunity and forward interested applicants to you for consideration.



Establish Goals and Responsibilities for the Interns

Responsibilities may include assistance with lab work, conducting research, social media engagement, web development, and more. The responsibilities should be appropriate for the intern's educational and professional background. A template for mapping out the 10 weeks is included in this booklet.



Develop a Job Description for Each Internship Position

The job description should include an overview of the internship qualifications and responsibilities. A template job description is included in this booklet to help you get started.



Identify an Intern Supervisor

The intern supervisor should have the ability to dedicate time to help interns have a meaningful learning experience. The intern supervisor will be the point of contact for all stakeholders regarding the internship.



Prepare for the Interviews

Begin thinking about the questions you want to ask of each applicant, and the dates/ times you are available for interviews.



Send your completed job descriptions and logo to the NMBSA

Once you have completed your job descriptions for both the bioscience intern and the business intern, send them and your company logo to Irene (IGray@salud.unm.edu) to begin promoting the opportunity.

IMPORTANT **DATES**

MARCH **1**

Intern Applications Open for Submission

Please submit your intern job descriptions prior to this date so that we can advertise your positions. You will get an email when an application is received through our system. You may begin interviewing as soon as possible

MARCH **31**

Intern Application Submissions Due

You will not receive any additional applications after this date.

APRIL **23**

Last Day to Extend Offers to Final Selections

Please complete interviews with all qualified applicants and begin making offers to your selections by this date. **Suggestion**: interview and extend offers to your top candidates as soon as possible in case they have applied to other companies and are given offers ahead of this date..

APRIL **30**

Agreements Distributed

Interns and host orgs will be sent agreements, which need to be signed and returned by May 14.

MAY **14**

Last Day to Return Signed Agreements

Signed agreements need to be submitted to IGray@salud.unm.edu by this date..

MAY **25**

Virtual Orientation 10 - 10:30 AM MT

All interns and host organizations need to attend this brief orientation ahead of the summer term.

JUNE **1** - JULY **28**

Summer Term

Interns need to complete 180 hours with host organization during this period. An in-person celebration will be scheduled for July 28; please plan on being in Albuquerque on this date..

HOST ORGANIZATION
RESOURCES

The materials on the following pages are intended to help you plan and organize your internship for each intern.

Included on the following pages are:

A NINE-WEEK ROADMAP TEMPLATE

Use this to plan out the intended outcomes for each intern, and the tasks that will help them meet those outcomes. The first line has been filled in as an example. It may be beneficial to begin at the end so that every week leads up to your overall intended outcomes for the 16 weeks. This can be shared with your interns or remain an internal document.

A JOB DESCRIPTION TEMPLATE

This template offers prompts to help you create a job description for each intern

STRATEGYZER'S BUSINESS MODEL CANVAS

This tool may be helpful for your interns in examining your business model, if needed.

PROJECT IDEAS FOR BUSINESS INTERNS

If you're unsure of what to have your business interns do, some ideas are listed here.

BEE INTERNSHIP EIGHT-WEEK ROADMAP

Bioscience Intern Business Intern

WEEK	FOCUS	TASKS	OUTCOMES
1	Orientation	Tour lab space, introduce systems and processes, etc.	Have a general understanding of how the business works and be fully set up to be successful.
2			
3			
4			
5			
6			
7			
8			

JOB DESCRIPTION TEMPLATE

Internship Description

Internship Title

Company/Organization Information
[Intro paragraph] The best job descriptions provide 2-3 sentences that will introduce the prospective interns to your company culture and working environment. This is where you can sell your opening to job seekers and set yourself apart from competing job listings.

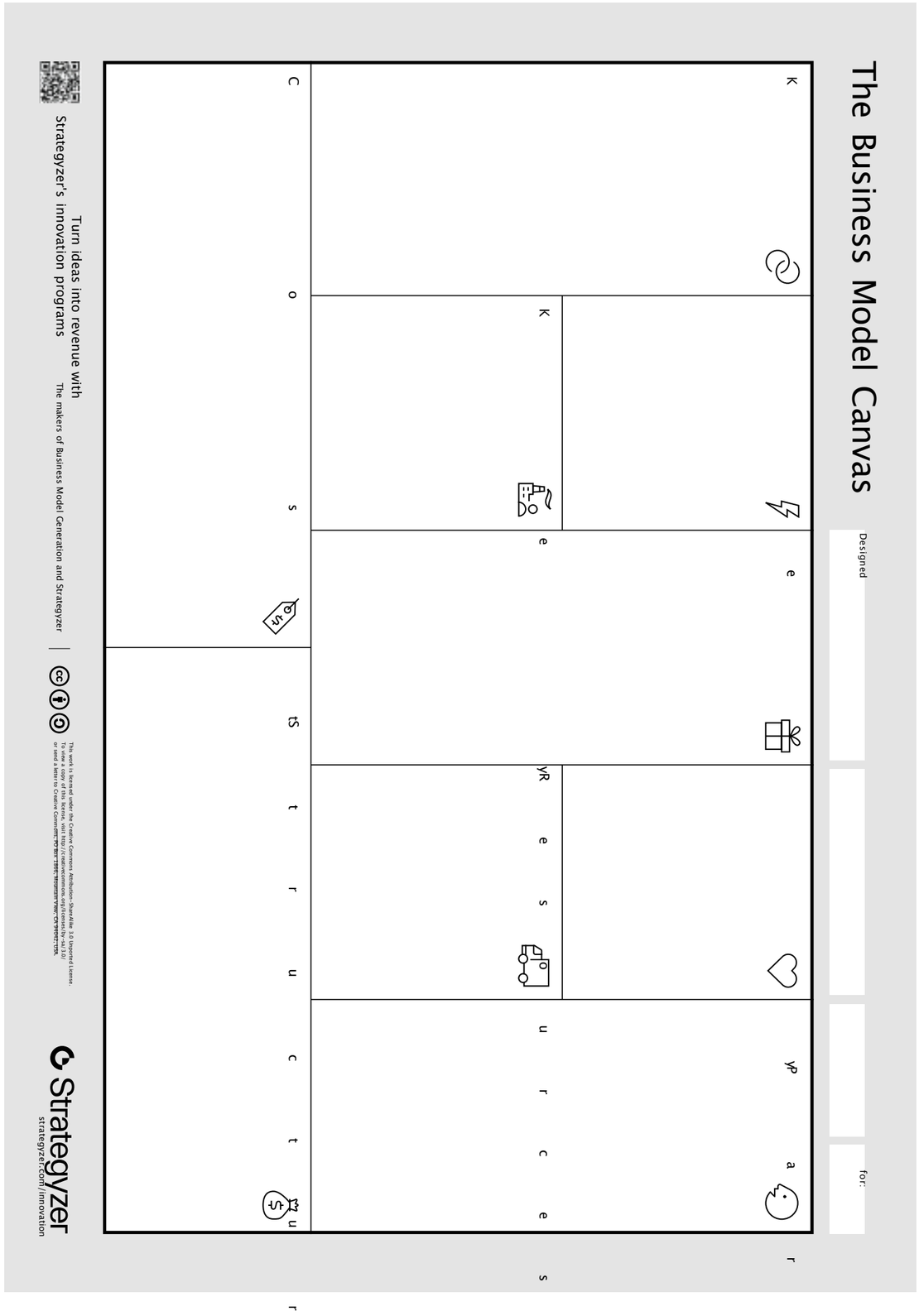
Intern Job Responsibilities:
- Understands the overall concept of the company, including the brand, customer, product goals, and all other aspects of service.
- Rotates through our divisions of responsibility and provides ideas to grow and improve the business.
- Accepts designated, business-focus projects to research, propose ideas and solutions, and present final project during the internship.
- Engages with customers or clients and provides service and/or sales.
- Provide suggestions to management for improving customer service and internal processes.
- Learns and becomes proficient on internal software systems.
- Assists in creating performance reports.

Work Hours
All interns are required to work 20 hours per week, but if you need them available on certain days/times, indicate that here.

Intern Qualifications / Skills:
Suggestions:
Verbal communication
Organization
Scheduling
Professionalism
Customer focus
Confidentiality

Education, Experience, and Licensing Requirements:
Suggestions:
Preferred concentration or major
Prior industry experience is preferred
Wet lab experience

Additional Requirements:
If you want them to work onsite or remotely, this is a good place to add that information.



PROJECT IDEAS FOR
BUSINESS INTERNS

FRESHMAN/SOPHOMORE LEVEL

- Research/audit CRMs and other data management systems
- Set up internal processes
- Customer persona development
- Social media development/monitoring
- Research scientific conferences and other potential outreach/networking opportunities.

JUNIOR/SENIOR LEVEL:

- Conduct customer interviews/surveys
- Develop a marketing plan
- Website development
- Competitor analysis
- Grant and funding research
- Create marketing materials

GRADUATE LEVEL:

- Gather/produce/analyze data
- White paper development
- Create an IP strategy
- Create a strategic roadmap for regulatory pathways