



THE
Experiential Learning Program
at SFOS

Student Checklist

- ☐ **RIGHT NOW:** Start thinking about what aspect of the larger field of Fisheries interests you. Discuss these interests with your faculty advisor.
- ☐ **NEXT STEP:** Put together a resume, statement of interest, and cover letter.
 - Check out [The AFS Guide to Fisheries Employment](#).
 - Make an appointment with the SFOS Internship Coordinator for proofreading and critique.
 - Review and approve resume and cover letter with your faculty advisor.
- ☐ **SIX MONTHS** prior to employment: begin applying for internships. Students are required to go through each employer's application procedures.
 - <http://sfos.uaf.edu/jobs> - The Alaska Fisheries & Marine Science Job Board
 - Explore employment opportunities at federal/state agencies, centers and hatcheries, industry, consulting firms, and native corporations.
- ☐ **JOB OFFER:** Discuss the internship requirements with your potential employer/internship mentor before accepting the job.
 1. Define the learning objectives and timeline of employment.
 2. Notify the SFOS Internship Coordinator.
 3. Enroll in FISH 290 or FISH 490 - **NOTE that you MUST have an approved and signed Student Internship Agreement before you will be allowed to enroll for internship credit.**
 4. Submit your signed Student Internship Agreement to the SFOS Internship Coordinator.
 5. Submit your pre-job resume to the SFOS Internship Coordinator.
- ☐ **ON THE JOB:** Keep track of learning objectives and constantly document and evaluate your experience. Be sure to check in with the SFOS Internship Coordinator and your faculty mentor every month.
- ☐ **MIDPOINT EVALUATION:** Schedule a time for the formal midpoint evaluation with your supervisor, and if possible, your faculty mentor.
 - If your employer already uses in-house evaluations, there is no need to use the UAF form.
- ☐ **FINAL EVALUATION:** Meet with supervisor, and if possible, faculty mentor, for exit interview.
- ☐ **JOB COMPLETION:** Write a one-page summary of your experience. Did the internship help you refine your career goals? In what way?
 - Submit your final paperwork: internship summary, updated resume which reflects your internship experience, and final evaluation.
 - Grading is Pass/Fail.
 - Consider giving a presentation at the SFOS Undergraduate Internship Symposium and the UAF Research Day.

Questions?

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