



Student Internship Agreement

(Fill in appropriate information, expanding as required – see attached page for guidelines)

(check one) ☐ FISH 290 ☐ FISH 490

Date: ____ / ____ / ____

Student: _____ ID#: _____

Telephone: (____) ____ - _____ Email: _____

Mailing Address: _____

_____, _____

Organization (Employer): _____

On-site Supervisor Name: _____

Telephone: (____) ____ - _____ Email: _____

Job Title: _____

Job Description: _____

Internship Learning Objectives: _____

Start Date: ____ / ____ / ____ **Midpoint Evaluation:** ____ / ____ / ____

Final Evaluation: ____ / ____ / ____ **Internship Summary:** ____ / ____ / ____

Updated Resume: ____ / ____ / ____ **Submit Final Grade:** ____ / ____ / ____

Estimated hours to serve per week: _____

Total credit hours: _____

Student Date

On-site supervisor Date

Faculty Mentor Date

Guidelines for Internship Agreement form:

Students are required to turn in the agreement form either prior or within one week of employment to the faculty mentor. The original form will be filed in the SFOS Academic Programs Office. Copies will be provided to the student, on-site supervisor, faculty mentor, and the SFOS Retention and Student Success Program Head.

Job Description: Student interns will be assigned duties both inside and outside of their stated learning objectives. However, students will not be required to undertake tasks for others that may be said to be of a personal nature not directly related to the performance of organizational activities, such as picking up “dry cleaning” or preparing personal correspondence. Duties such as making coffee, making “runs” for food, or clean-up duties may be assigned to students only as these activities may be shared among other employees of the organization. Such shared duties must be enumerated.

Internship Learning Objectives and Total Credit Hours: All students completing an internship must enroll for 1 credit of FISH 290 or FISH 490 under the CRN of their faculty mentor. Although this course is repeatable (i.e., students can enroll for a different internship experience each year), students cannot enroll for more than 1 credit of FISH 290 or 490 in a given semester. For students combining an independent study (FISH 497) with an internship (FISH 490 only; independent studies cannot be combined with FISH 290), the learning objectives between the two courses must match and students must enroll for the appropriate number of FISH 497 credits based on the hours or work experience they are to receive for the independent study: 1 credit: 50 hours, 2 credits 100 hours; 3 credits 150 hours. Students must also follow the proposed academic credit guidelines outlined in the “Experiential Learning Opportunities for Undergraduate Students in Fisheries, Structure and Guidelines” available at the UAF SFOS Academic Program Office.

Internship Timeline: The timeline should provide major landmarks and deadlines for the internship (and independent study if applicable), which will require contribution and confirmation from all three participants. The timeline should include the following:

- 1) Date that employment begins and ends;
- 2) Dates of internship landmarks (e.g., time spent in field, initiate data collection, etc.);
- 3) Deadlines for student assignments (i.e., final summary of student internship experience; student journal; resume and C.V., including internship under work experience; term paper; research report);
- 4) Due dates for mid-point and final evaluations from the on-site supervisor;
- 5) Date the faculty mentor will be required to notify the SFOS Academic Programs Office and the student of the final grade received.