

**FISH 497 INDEPENDENT STUDY
FALL, SPRING, AND SUMMER SEMESTER 2019-2020**

Instructor/Office Hours
Faculty/TBA

Meeting Location and Time:
N/A

Course Credits:
1 credit (P/F or letter grade)

Course Description

Students are sometimes given the opportunity to increase the breadth of their internship through individual study, including daily journals, research reports/manuscripts, and literature searches. The guidelines provided below offer students the various options for how to pair additional individual study credit(s), either separate from or in conjunction with their fisheries internship course. **Students wishing to add an independent study component to their FISH 490 Experiential Learning – Fisheries Internship must also meet all of the requirements and complete the assignments for FISH 490. Note that the CFOS internship coordinator will not allow individual study associated with internships if students do not meet the basic requirements listed below.**

**INDIVIDUAL STUDY – INTERNSHIP - ACADEMIC CREDIT GUIDELINES
(1 ADDITIONAL CREDIT)**

One (1) Additional Individual Study Credit with Internship (Pass/Fail or Letter Grade)

To register for one credit of individual study with a fisheries internship, the student must have a GPA of 2.0 or higher and be admitted into the Bachelor of Science in Fisheries and Ocean Sciences, Bachelor of Arts in Fisheries, or a related major.

Course Assignments

For details on each of the course assignments, please see the syllabus for FISH 490 Experiential Learning – Fisheries Internship.

1. Student Internship Agreement: **You will not receive permission to sign up for this course without an approved and signed Student Internship Agreement. All individual studies must be approved and all the necessary documentation completed prior to the agreed upon start date.** Although the student will be responsible for making sure this agreement is completely and accurately filled out and the original document is turned in to the CFOS internship coordinator, all three cooperators (student, employer, and CFOS faculty mentor) are required to complete portions of this document and agree on its contents. Once it is completed, copies should be retained by all three cooperators, the CFOS internship coordinator, with the original copy placed in the student's academic internship file.
2. Timeline of employment: The timeline must provide major landmarks and deadlines for the individual study, and will require contribution and confirmation from all three participants (student, employer, and faculty mentor; note that a copy will also be

provided to the CFOS internship coordinator). It should include the following information:

- a. Date that the individual study begins and ends;
 - b. Dates of individual study landmarks (e.g., time in field, initiate data collection, etc.);
 - c. Deadlines for student assignments (i.e., final summary of individual study experience; student journal; resume or CV, including internship under work experience; etc.);
 - d. Due dates for mid-point and final evaluations from the on-site supervisor;
 - e. Date that the faculty mentor will notify the CFOS internship coordinator and the student of his/her final grade internship grade.
3. Mid-Point and Final Evaluations: Employers are required to fill out these evaluations and review them with the student intern. Once both evaluations are signed, they can be turned in to the faculty mentor for final signature. Originals are to be kept in the student's academic file maintained by the CFOS Academic Programs Office; copies should also be retained by the student, employer, and faculty mentor.
4. Student Journal: Students can record work and duties **at least weekly** in an internship journal, depending on the amount of credits received. Emphasis should be placed on what was learned, noting how it relates to the internship agreement. Keeping such a journal is a good work habit to develop early. These records can be particularly important when working on contract or on federal/private grants.
5. Internship Summary: A one-page summary of the final internship/individual study experience completed by the student is required for submission to the faculty mentor, with a particular focus on how the internship met the learning objectives outlined in the Student Internship Agreement. This summary should be double spaced and in a font size ranging from 10 to 12. Note that this is a summary; therefore, detailed information is not a requirement. A final copy will also be placed in the student's academic internship file.
6. Resume or Curriculum Vitae (CV): Students will be required to submit a pre- and post-internship resume or CV for evaluation to their faculty mentor and the CFOS Internship Coordinator. The post-internship resume/CV should be updated to include activities and skills associated with their internship experience (listed under the work experience section).
7. Presentation: Students enrolled for individual study credit are required to present their study results at the Fall 2019 or Spring 2020 CFOS Undergraduate Internship Symposium. In addition, students enrolled for individual study credit are also encouraged to give a presentation at the UAF Research and Creative Activity Day which will take place in April 2020.

Grading

Pass/Fail: For all individual studies, failure to turn in any of the required assignments is grounds for a failing grade. To pass, turn in and receive a satisfactory rating on all required assignments and evaluations listed below. You must also receive a satisfactory final evaluation from the on-site supervisor.

Letter Grade Breakdown: (1) Mid-Point Evaluation 10%; (2) Pre- and Final Resume/CV 10%; (3) One-Page Summary 15%; (4) Weekly Journal 25%; and (5) Final Evaluation 40%. All letter grades will be based on an absolute 90-80-70-60 Scale (e.g., $\geq 90\%$ = A, and so on).

How to sign up for an individual study:

To register for an individual study, get an individual study approval form from the Registrar's Office. Have it signed by your faculty mentor, CFOS internship coordinator (the coordinator may serve as the faculty mentor as well), and the UAF department head/chair from the UAF department in which the course is being taught, and turn it in with your registration or add/drop form. Individual study course numbers end in -97. The course section number for an individual study course will be assigned by the Registrar's Office after you register for your other classes. You may need to provide an add-drop form http://www.uaf.edu/reg/forms/add_drop.pdf accompany the individual study approval form.