

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

Instructor/Office Hours

Trent Sutton

Meeting Location and Time:

TBD

Course Credits:

3 credits (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  
(3 ADDITIONAL CREDITS)**

Three (3) Additional Individual Study Credit with Internship (Pass/Fail or Letter Grade)

To register for three credits of individual study with a fisheries internship, the student must have a GPA of 3.0 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; research paper; 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 must record work and duties **daily** in an internship journal, depending on the amount of credits received (see guidelines). 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. It only takes a few minutes per day once the student is used to keeping such a journal. These records can be particularly important when working on contract or on federal/private grants.
5. Research Paper: Research papers are generally 15 to 30 pages in length and should be based on actual data collected during the student internship and take the form of a research manuscript (outline below). If a student decides to complete a research paper, they **must submit research objectives no later than the first week of employment and a detailed proposal outlining their research project to their on-site supervisor and faculty mentor by the end of the first month of their employment**. Supervisors and faculty mentors should make sure that the project is feasible and attainable within the time allotted. The final research paper should be polished, proofread, and have a clear abstract, introduction, methods, results, discussion, and conclusion. The faculty mentor will set the standards, provide examples, and evaluate/grade the research paper, and the student and faculty mentor must write up a schedule for when objectives, outlines, drafts, and the final document are due in the project timeline portion of the Student Internship Agreement. The research paper should be double spaced, in a font size ranging from 10 to 12, and follow format guidelines (including references) as specified by the faculty mentor. A final copy of the research paper will be placed in the student's academic file.

Research Paper Outline (may be adjusted based on research topic):

Introduction

Background/justification

Study objectives

Expectations/hypotheses

#### Methods

- Study site description
- Data collection methods
- Data analyses

#### Results

- Clear results/figures and tables of data

#### Discussion/Conclusions

- Summary of results and interpretation
- Implications within the context of the literature

#### Literature Cited

- All literature cited completely, minimal use of web resources, peer-reviewed literature (journal articles)

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

Letter Grade Breakdown: (1) Mid-Point Evaluation 5%; (2) Pre- and Final Resume/CV 5%; (3) Daily Journal 10%; (4) Proposal 15%; (5) Final Evaluation 20%; and (6) Research Paper 45%. 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](http://www.uaf.edu/reg/forms/add_drop.pdf) accompany the individual study approval form.