



The Experiential Learning Program at CFOS

Student Checklist

Faculty Experiential Learning Mentor: Jessica Glass (jrglass@alaska.edu)

CFOS Experiential Learning Coordinator: Brian Crandall (bdcrandall@alaska.edu)

- **RIGHT NOW:** Start thinking about what aspect of the larger field of Fisheries and Marine Science interested you. Discuss these interests with your advisor, the experiential learning Faculty Mentor (Jessica Glass), and/or CFOS Experiential Learning Coordinator (Brian Crandall).
- **NEXT STEP:** Put together a resume, statement of interest, and cover letter
 - Check your student email and the [UAF CFOS experiential learning site](#) for posted internship possibilities.
 - Explore employment opportunities at federal/state agencies, centers and hatcheries, industry, consulting firms, non-profits, and native corporations.
 - Make an appointment with the CFOS Experiential Learning Coordinator or [UAF Career Services](#) to proofread and critique your resume, cover letter, and statement of interest (make sure you have a completed draft before making an appointment).
 - Review and approve resume and cover letter with advisor.
- **SIX MONTHS:** Before employment: begin applying for experiential learning opportunities. Students are required to go through each employer's application procedures.
- **JOB OFFER:** Discuss the experiential learning requirements with your potential employer/experiential learning mentor before accepting the job.
 - Defined the learning objectives and timeline of employment.
 - Notify both the CFOS Experiential Learning Coordinator and Faculty Mentor
 - Submit your [Student Experiential Learning Agreement via NextGen](#).
 - Submit your pre-job resume to the CFOS Experiential Learning Coordinator and/or Faculty Mentor
 - Enroll in FISH F490 - **NOTE YOU MUST HAVE AN APPROVED AND SIGNED STUDENT EXPERIENTIAL LEARNING AGREEMENT BEFORE YOU WILL BE ALLOWED TO ENROLL FOR FISH F490/F497 CREDIT(S).**
- **ON THE JOB:** Keep track of learning objectives and constantly document and evaluate your experience. Be sure to check in with the CFOS Experiential Learning Coordinator and your mentor every month.
- **MIDPOINT EVALUATION:** Schedule a time for the formal midpoint evaluation with your supervisor, and if possible, your Faculty Mentor.
 - If your employee already uses an in-house evaluation, there is no need to use the UAF/CFOS form. Make sure that a copy of the evaluation is submitted.
- **FINAL EVALUATION:** Meet with your supervisor, and if possible, the CFOS Experiential Learning Coordinator, for an exit interview.
- **JOB COMPLETION:** Write a one-page summary of your experience, Did the Experiential Learning Agreement help you refine your career goals? In what way?
 - Submit your final paperwork: experiential learning summary, an updated resume that reflects your experience, and a final evaluation
 - Schedule your presentation with the CFOS Experiential Coordinator and/or Faculty Mentor
 - Once the presentation is complete, the Faculty Mentor will issue your grade for FISH F490.

Questions?

Contact Faculty Mentor: Dr. Jessica Glass (jrglass@alaska.edu)

or

Experiential Learning Coordinator: Brian Crandall (bdcrandall@alaska.edu)



COLLEGE OF FISHERIES
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