

**FISH 290 FISHERIES AND MARINE SCIENCES INTERNSHIP  
FALL, SPRING, AND SUMMER SEMESTER 2020-2021**

Instructor/Office Hours

Faculty/TBA

Meeting Location and Time

N/A

Course Credits

1 credit (P/F)

Contact Hours

Variable; at least 320 hours of approved and supervised scholarly activity

Course Prerequisites

Freshman or sophomore standing. Permission of a CFOS faculty mentor and the CFOS internship coordinator (the coordinator may also be a faculty mentor) after submission and approval of the necessary documents (see below). STAT 200. This course is repeatable for up to 4 credits.

Course Description

Under the supervision and mentorship of a CFOS faculty member and a qualified professional in the field, students will earn internship credit through practical experience. Potential employers of student interns can include the fishing industry, federal and state agencies, academic research programs, non-governmental organizations, and consulting companies. Note that the focus of an internship is the employment experience.

Internship requirements will be agreed upon prior to the student's enrollment and employment based on a three-way cooperative agreement between the student, employer, and a CFOS faculty mentor. Note that this may only be a two-way agreement if the employer is also the CFOS faculty mentor.

Course Goal and Student Learning Objectives

One of the primary commitments of UAF CFOS is the training of future professionals in fisheries and ocean sciences. Public agencies and marine industries throughout Alaska and beyond need knowledgeable and experienced freshwater and marine scientists, technicians, economists, social scientists, and managers focused on the larger fields of fisheries and ocean sciences. Although there is no replacement for the traditional classroom in undergraduate education, professional experience in a fisheries and ocean sciences setting offers an opportunity for lasting lessons and integration of classroom learning with real-world experience. Examples of student internship learning outcomes include the following:

1. Sharpen critical thinking, written communication, and/or professional skills;
2. Become familiar with data collection, handling, summary, and/or analysis;
3. Become familiar with the research and/or management process.

Note that additional, personalized outcomes should be listed in the Student Internship Agreement and agreed upon by the student, employer, and faculty mentor.

Support/ Disabilities Services

If students need accommodation because of a disability, please contact the CFOS faculty mentor and CFOS internship coordinator as soon as possible to make the necessary arrangements with the Office of Disabilities Services (203 WHIT, 474-7043).

### Instructional Methods

Students will learn from individual instruction from on-site mentors and their CFOS faculty mentor.

### Reading Assignments

There is no required text for this course. Students can access the syllabus and Internship Guidelines on the UAF CFOS Experiential Learning website. A recommended text for this course is *The AFS Guide to Fisheries Employment*, Second Edition, edited by David Hewitt, William Pine, and Alexander Zale.

### Course Calendar

Seasonal jobs sometimes do not fit conveniently into a single semester or into the summer break from school. The university, CFOS internship coordinator, and CFOS faculty mentor will work with the students to develop specific timelines and schedules on a case-by-case basis (see Timeline of Employment assignment below). One of the standards of all internships, which is consistent with the American Fisheries Society, is that the internship experience must encompass a minimum of 320 hours of internship-related activities. However, how that time requirement is met is highly flexible and, where possible, timelines will fit within the academic calendar. How well the student follows this timeline and communicates any necessary changes with their on-site supervisor and CFOS faculty mentor will play a role in their final evaluation. **Note that students will not be allowed to sign-up for internship credit during or after their work experience has been completed. All internships must be approved and all the necessary documentation completed (see below) prior to the agreed upon internship start date.**

### Course Assignments

1. Student Internship Agreement (see attached form): **You will not receive permission to enroll for this course without an approved and signed Student Internship Agreement.** Although the student will 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 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 file.
2. Timeline of employment: The timeline must provide major landmarks and deadlines for the internship, 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 must include the following information:
  - a. Date that the internship begins and ends;
  - b. Dates of internship landmarks (e.g., time in field, initiate data collection, etc.);
  - c. Deadlines for student assignments (i.e., final summary of internship experience; resume, 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. Internship Summary: A one-page summary of the final internship 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 file.
5. Resume: Students will be required to submit a pre- and post-internship resume for evaluation to their faculty mentor and the CFOS Internship Coordinator. The post-internship resume should be updated to include activities and skills associated with their internship experience.
6. Presentation: Students will be required to give a 15-minute PowerPoint presentation of their internship experience during either the Fall 2019 or Spring 2020 Undergraduate Internship Symposium. This presentation is an overview of the internship experience and is intended to be a low-key opportunity for students to gain experience in public speaking.

#### Grading

**PASS/FAIL. For all internships, failure to turn in any of the required assignments is grounds for a failing grade, which includes the midpoint and final evaluations.** Because the internship is based on the individual experience, a grading curve does not apply. To pass this course, turn in all required assignments and evaluations and receive a satisfactory final evaluation from the on-site supervisor. Assignments are as follows (details for each assignment are listed above): signed Student Internship Agreement and timeline of employment, pre- and post-internship resume, mid-point and final evaluation, a one-page summary of the internship experience, and internship presentation.

#### Course Policies

1. Late Assignments: All assignments are due to the faculty mentor by the dates indicated on the internship timeline. If a student cannot turn in an assignment on time for a legitimate reason, it is the responsibility of the student to contact the faculty mentor (not the CFOS internship coordinator or on-site mentor/employer) prior to the date in question to not to receive a penalty.
2. Academic Honesty: All assignments are to be entirely the student's own work, unless the student receives specific instructions to the contrary. All aspects of this course are covered by the UAF Honor system. Any suspected violations will be promptly reported and appropriate action(s) will be taken. Honesty in your academic work will develop into professional integrity. The faculty, staff, and students of the UAF will not tolerate any form of academic dishonesty.

## **Guidelines for the Student Internship Agreement**

Students are required to turn in the Student Internship Agreement prior to employment to their CFOS faculty mentor. The original form will be filed in the student's folder in the CFOS Academic Program Office. Copies will be provided to the student, on-site supervisor, faculty mentor, and CFOS Internship Coordinator.

Position Description: Student interns will be assigned duties both inside and outside of the internship 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: Students should have learning objectives that reflect upper-division credits for the internship. See the attached course syllabus for sample learning objectives.

Internship Timeline: The timeline should provide major landmarks and deadlines for the internship. It will require contribution and confirmation of all three participants. It should include the following information:

- a. Date that employment begins and ends;
- b. Dates of internship landmarks (e.g., time in field, initiate data collection, etc.);
- c. Deadlines for student assignments (i.e., final summary of internship experience; student journal; resume, 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 will be required to notify the CFOS academic office and the student of final grade received.

### University Sponsored Off-Campus Programs and Research Activities

The University of Alaska (UA) is committed to a safe and healthy educational and work environment in which educational programs, internships, practicums, employment, research activities, conference and meeting participation, study abroad programs and other off-campus academic or research related activities are free of sexual or gender-based discrimination. Participation in these programs provides experience that is a valuable part of your growth and development.