



## The Experiential Learning Program at CFOS

# Student Checklist

**Faculty Internship Coordinator:** Jessica Glass ([jrglass@alaska.edu](mailto:jrglass@alaska.edu))

**CFOS Internship Coordinator:** Brian Crandall ([bdcrandall@alaska.edu](mailto: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 and the Faculty and/or CFOS Internship Coordinators (Jessica and/or Brian).
- **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 Internship 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:** Prior to employment: begin applying for internships. Students are required to go through each employer's application procedures.
- **JOB OFFER:** Discuss the internship requirements with your potential employer/internships mentor before accepting the job.
  - Defined the learning objectives and timeline of employment.
  - Notify both the CFOS and Faculty Internship Coordinators.
  - Submit your signed Student Internship Agreement to the CFOS Faculty Coordinator
  - Submit your pre-job resume to the CFOS Faculty Coordinator
  - Enroll in FISH F490 - **NOTE YOU MUST HAVE AN APPROVED AND SIGNED STUDENT INTERNSHIP AGREEMENT BEFORE YOU WILL BE ALLOWED TO ENROLL FOR INTERNSHIP 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 Internship 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 Internship Coordinator, for an exit interview.
- **JOB COMPLETION:** Write a one-page summary of your experience, Did the Internship help you refine your career goals? In what way?
  - Submit your final paperwork: internship summary, updated resume which reflects your internship experience and final evaluation
  - Schedule your presentation with the CFOS and Faculty Internship Coordinators
  - Once presentation is complete, the Faculty Internship Coordinator will issue your grade for FISH F490.

**Questions?**

**Contact Dr. Jessica Glass**  
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**COLLEGE OF FISHERIES  
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