



Independent Study, F497

3 Credits

2025–2026

General Information

Instructor:	Dr. Jessica Glass	Office Location:	Irving II 333
Email:	jrglass@alaska.edu Please allow 24–48 hours for email responses.	Drop-In Hours:	By appointment
Telephone:	907-474-6524	Course Type:	Independent Study

Course Credits

3 credits

Prerequisites

Second-year standing.

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 credits in conjunction with their fisheries internship course. **Students wishing to add an independent study component to their FISH 390 Experiential Learning – Fisheries Internship must also meet all the requirements and complete the assignments for FISH 390.** Note that the CFOS Experiential Learning coordinator will not allow individual study associated with internships if students do not meet the basic requirements listed below.

Technology requirements

You should have regular access to a computer and the internet to submit your internship agreement form, midpoint evaluation, and end-of-semester documents. Please reach out if you anticipate issues accessing a computer during your internship. Use of your alaska.edu email account is required.

Course Goals

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. Professional experience in a fisheries and ocean sciences setting offers an opportunity for lasting lessons and integration of classroom learning with real-world experience.

Instructional Methods

Students will learn from individual instruction from on-site mentors, the Faculty Experiential Learning Coordinator (Jessica Glass) and the CFOS Experiential Learning Coordinator (Brian Crandall).



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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 Experiential Learning Coordinator, and Faculty Experiential Learning Coordinator will work with students to develop specific timelines and schedules on a case-by-case basis (see Timeline of Employment assignment below). **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 and Evaluation

1. Student Internship Agreement: You will not receive permission to enroll for this course without an approved and signed Student Internship Agreement for F390. 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 Experiential Learning Coordinator, all cooperators are required to complete portions of this document and agree on its contents. Once it is completed, copies should be retained by all cooperators, the CFOS Experiential Learning 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 Experiential Learning Coordinator). Note that a copy will also be provided to the CFOS Experiential Learning 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., Student journal, Term Paper, End-of-Term Resume, etc.)
 - d. Due dates for mid-point and final evaluations from the on-site supervisor;
 - e. Date that the Faculty Experiential Learning Coordinator will notify the student of his/her/their final grade internship grade.
3. Mid-Point and Final Evaluations: Supervisors are required to fill out these evaluations and review them with the student intern. Once both evaluations are signed, they should be submitted to the Faculty Experiential Learning Coordinator (Jessica Glass) for final signature by the deadline indicated on the Internship Agreement. 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 CFOS Experiential Learning Coordinator.

4. [Student Journal](#): Students must record work and duties **daily** in an internship journal. 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. The journal should be emailed to the Faculty Experiential Learning Coordinator (Jessica Glass) as a single PDF file and can include scanned pages of a hand-written journal (e.g., lab notebook) or a digital journal. The date of submission is the same as the Term Paper.
5. [Research Paper](#): Research papers are generally 15 to 30 pages in length, should be based on data (qualitative or quantitative) 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 CFOS 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 Times New Roman font size 12, and follow format guidelines (including references) as specified by the supervisor/employer and faculty mentor. A final copy of the research paper will be placed in the student's academic file.

Research Paper Suggested 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



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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 for evaluation to their supervisor and the CFOS and Faculty Experiential Learning Coordinators. The post-internship resume should be updated to include activities and skills associated with their internship experience.
7. [Presentation or Poster](#): Students will be required to present either 1) a scientific poster or 2) a 12-minute PowerPoint presentation of their internship experience during either the Undergraduate Internship Symposium held in Fall or Spring following their internship. This presentation is an overview of the internship experience and is intended to be an opportunity for students to gain experience in public speaking. You may be assigned a poster or presentation depending on your location (Fairbanks or elsewhere) and depending on student demand. Additional details on these materials will be provided in advance of the Internship Symposium.

Registration

To register for an individual study, get an individual study approval form from the Registrar's Office. Have it signed by your faculty mentor, Faculty Experiential Learning Coordinator, 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 to accompany the individual study approval form.

Grading

You will receive a letter grade for Independent Study.

Grading Breakdown:

1. Submission of Research Objectives: 10%
2. Mid-Point Evaluation: 10%
3. Pre- and Final Resume/CV: 5%
4. Daily Journal: 15%
5. Final Evaluation: 10%
6. Research Paper: 50%

All letter grades will be based on an absolute 90-80-70-60 Scale (e.g., $\geq 90\%$ = A, $\geq 80\%$ = B, and so on).

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.

The assignments for F497 are as follows:



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1. Signed Student Internship Agreement and timeline of employment,
2. Pre- and post-internship resume,
3. Mid-point and final evaluations,
4. Daily journal,
5. Research paper

Course Policies

1. Late Assignments: All assignments are due to the faculty mentor by the dates indicated on the Internship Agreement form. 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 Experiential Learning Coordinator (Jessica Glass) prior to the date in question to not to receive a penalty.

If signed mid-point evaluations are not submitted to the Faculty Experiential Learning Coordinator within 72 hours of the date on the Internship Agreement and the faculty Coordinator has not been notified, the student will be required to submit an additional one-page, double-spaced mid-point reflection of their internship, that details what they have learned so far, and how they plan to improve and gain additional skills to achieve their specified learning outcomes. In addition to the mid-point evaluation, this reflection will need to be signed by the employer/supervisor, the student, and the Faculty Experiential Learning Coordinator. **If the mid-point evaluation and mid-point reflection are not turned in within 2 weeks of the date indicated on the Internship Agreement form, the student will fail the course.**

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.
3. Policy on AI: The use of AI-generated tools (e.g., ChatGPT, GrammarlyGo) may *not* be used in place of your own writing. You may use AI tools to *assist* with your writing, but **you must acknowledge the use of such tools in every instance by submitting the exact prompt for any AI-generated writing tool**. I will be using AI-detection software for final internship reflections. You will receive a zero for an assignment if it is determined that a significant proportion of the assignment was written by an AI-tool, and/or if any portion was assisted using AI tools without disclosure. If you are concerned that work you are turning in may be viewed or characterized as plagiarism or violating the AI policy, contact the Faculty Experiential Learning Coordinator prior to submitting your work.

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 Experiential Learning Coordinator, and CFOS Experiential Learning Coordinator.



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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 3-credit Independent Study course.

Experiential Learning Timeline: The experiential learning timeline must outline significant milestones and deadlines, as well as any independent study components, with input and agreement from all three participants involved. This timeline should cover the following:

1. Start and end dates of employment: The start date should be the first day of instruction for the relevant semester. The last date is one week before grades are due (refer to the UAF academic calendar for reference: <https://catalog.uaf.edu/calendar/>).
2. Key dates for experiential learning milestones, such as fieldwork duration, commencement of data collection, etc.
3. Deadlines for student assignments, including the final experiential learning experience summary, student journal, resume/C.V. incorporating their learning experience, term paper, and research report.
4. Mid-point submission deadlines:
 - Spring (any date between March 1-30)
 - Summer (any date between June 25-July 5)
 - Fall (any date between October 1-30)
5. Final evaluations from the on-site supervisor, along with an updated resume and experiential learning summary, should be submitted no later than one week before the final grade submission by the instructor on record is due (refer to the UAF academic calendar for reference). If you do not know, please contact the experiential learning coordinators.

Student protections statement: UAF embraces and grows a culture of respect, diversity, inclusion, and caring. Students at this university are protected against sexual harassment and discrimination (Title IX). Faculty members are designated as responsible employees which means they are required to report sexual misconduct. Graduate teaching assistants do not share the same reporting obligations. For more information on your rights as a student and the resources available to you to resolve problems, please go to the following site: <https://catalog.uaf.edu/academics-regulations/students-rights-responsibilities/>.

Disability services statement: I will work with the Office of Disability Services to provide reasonable accommodation to students with disabilities.



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ASUAF advocacy statement: The Associated Students of the University of Alaska Fairbanks, the student government of UAF, offers advocacy services to students who feel they are facing issues with staff, faculty, and/or other students specifically if these issues are hindering the ability of the student to succeed in their academics or go about their lives at the university. Students who wish to utilize these services can contact the Student Advocacy Director by visiting the ASUAF office or emailing asuaf.office@alaska.edu.

Student Academic Support:

- Speaking Center (907-474-5470, uaf-speakingcenter@alaska.edu, Gruening 507)
- Writing Center (907-474-5314, uaf-writing-center@alaska.edu, Gruening 801)
- UAF Math Services, uaf-traccloud@alaska.edu, Chapman 305
(<https://www.uaf.edu/dms/mathlab/>, for math fee paying students only)
- Developmental Math Lab (Gruening 406, <https://www.uaf.edu/deved/math/>)
- The Debbie Moses Learning Center at CTC (907-455-2860, 604 Barnette St, Room 120, <https://www.ctc.uaf.edu/student-services/student-success-center/>)
- For more information and resources, please see the Academic Advising Resource List <https://www.uaf.edu/advising/students/index.php>

Student Resources:

- Disability Services (907-474-5655, uaf-disability-services@alaska.edu, Whitaker 208)
- Student Health & Counseling [**6 free counseling sessions**] (907-474-7043, <https://www.uaf.edu/chc/appointments.php>, Gruening 215)
- Office of Rights, Compliance and Accountability (907-474-7300, uaf-orca@alaska.edu, 3rd Floor, Constitution Hall)
- Associated Students of the University of Alaska Fairbanks (ASUAF) or ASUAF Student Government (907-474-7355, asuaf.office@alaska.edu, Wood Center 119)

Nondiscrimination statement: The University of Alaska is an affirmative action/equal opportunity employer and educational institution. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at www.alaska.edu/nondiscrimination. For more information, contact:

UAF Office of Rights, Compliance and Accountability

1692 Tok Lane, 3rd floor, Constitution Hall, Fairbanks, AK 99775

907-474-7300

uaf-orca@alaska.edu



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Additional syllabus statement for courses that include off-campus programs and research activities:

University Sponsored Off-Campus Programs and Research Activities

We want you to know that:

1. UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/nondiscrimination.
2. Incidents can be reported to your university's Equity and Compliance office (listed below) or online reporting portal. University of Alaska takes immediate, effective, and appropriate action to respond to reported acts of discrimination and harassment.
3. There are supportive measures available to individuals that may have experienced discrimination.
4. University of Alaska's Board of Regents' Policy & University Regulations (UA BoR P&R) 01.02.020 Nondiscrimination and 01.04 Sex and Gender-Based Discrimination Under Title IX, go to: <http://alaska.edu/bor/policy-regulations/>.
5. UA BoR P&R apply at all university owned or operated sites, university sanctioned events, clinical sites and during all academic or research related travel that are university sponsored.

For further information on your rights and resources [click here](#).