FISH 490 FISHERIES AND MARINE SCIENCES INTERNSHIP
FALL, SPRING, AND SUMMER SEMESTER 2023–2024

Instructor
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Office Hours Upon Appointment (Irving II 333)

Internship Coordinator
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Office Hours Upon Appointment (Academic Programs Office; O'Neill)

Course Credits
1 credit (P/F)

Course Type
Internship

Course Prerequisites
Second-year standing. Permission of the CFOS Internship Coordinator after submission and approval of the necessary documents (see below). This course is repeatable for up to 4 credits. Recommended courses: (FISH F315 or F414) and STAT F200X.

Course Description
Under the supervision and mentorship of the CFOS Internship Coordinator 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. The focus of an internship is the employment experience, but students who would like additional credit and a letter grade are encouraged to enroll for individual study credits and add written assignments or projects to their internship workload (see individual study guidelines for details).

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 CFOS Internship Coordinator. The learning objectives listed on the Student Internship Agreement must reflect upper-division internship credits to be received for FISH 490 (as opposed to FISH 290). The internship program fulfills the experiential learning requirement for the Bachelor of Science in Fisheries and Marine Sciences and the Bachelor of Arts in Fisheries degree programs.

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. 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 CFOS Internship Coordinator.

Support/ Disabilities Services

If students need accommodation because of a disability, please contact the student's CFOS faculty advisor 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, their CFOS faculty advisor, and the CFOS Internship Coordinator.

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 (if applicable) will work with the 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

1. Student Internship Agreement: **You will not receive permission to enroll for this course without an approved and signed Student Internship Agreement.** 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 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 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: Supervisors 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 CFOS Internship Coordinator 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 CFOS Internship Coordinator.

4. Internship Summary: A one-page summary of the 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 supervisor 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 or Spring 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. Note that each student will receive a DF grade until the final presentation has been completed, at which point the grade will be changed to Pass (if all requirements have been met) or Fail (if one or more requirements have not been met. If the course requirements have not been completed within one year of the completion of FISH 490, the course grade will change to a W.

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.

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.

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

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.