

**FISH 497 INDEPENDENT STUDY  
FALL, SPRING, AND SUMMER SEMESTER 2023-2024**

Instructor/Office Hours

Dr. Jessica Glass / by appointment

Meeting Location and Time:

N/A

Course Credits:

1 credit (P/F or letter grade)

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 credit(s), either separate from or in conjunction with their fisheries internship course. **Students wishing to add an independent study component to their FISH 490 Experiential Learning – Fisheries Internship must also meet all of the requirements and complete the assignments for FISH 490. Note that the CFOS internship coordinator will not allow individual study associated with internships if students do not meet the basic requirements listed below.**

**INDIVIDUAL STUDY – INTERNSHIP - ACADEMIC CREDIT GUIDELINES  
(1 ADDITIONAL CREDIT)**

One (1) Additional Individual Study Credit with Internship (Pass/Fail or Letter Grade)

To register for one credit of individual study with a fisheries internship, the student must have a GPA of 2.0 or higher and be admitted into the Bachelor of Science in Fisheries and Ocean Sciences, Bachelor of Arts in Fisheries, or a related major.

Course Assignments

For details on each of the course assignments, please see the syllabus for FISH 490 Experiential Learning – Fisheries Internship.

1. Student Internship Agreement: **You will not receive permission to sign up for this course without an approved and signed Student Internship Agreement. All individual studies must be approved and all the necessary documentation completed prior to the agreed upon start date.** 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 three cooperators (student, employer, and CFOS 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 internship file.
2. Timeline of employment: The timeline must provide major landmarks and deadlines for the individual study, 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 should include the following information:

- a. Date that the individual study begins and ends;
  - b. Dates of individual study landmarks (e.g., time in field, initiate data collection, etc.);
  - c. Deadlines for student assignments (i.e., final summary of individual study experience; student journal; resume or CV, 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. Student Journal: Students can record work and duties **at least weekly** in an internship journal, depending on the amount of credits received. 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. These records can be particularly important when working on contract or on federal/private grants.
5. Internship Summary: A one-page summary of the final internship/individual study 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 internship file.
6. Resume or Curriculum Vitae (CV): Students will be required to submit a pre- and post-internship resume or CV for evaluation to their faculty mentor and the CFOS Internship Coordinator. The post-internship resume/CV should be updated to include activities and skills associated with their internship experience (listed under the work experience section).
7. Presentation: Students enrolled for individual study credit are required to present their study results at the CFOS undergraduate symposium sometime during the academic year following the CFOS Undergraduate Internship. In addition, students enrolled for individual study credit are also encouraged to give a presentation at the UAF Research and Creative Activity Day which will take place in April.

### Grading

**Pass/Fail: For all individual studies, failure to turn in any of the required assignments is grounds for a failing grade.** To pass, turn in and receive a satisfactory rating on all required assignments and evaluations listed below. You must also receive a satisfactory final evaluation from the on-site supervisor.

Letter Grade Breakdown: (1) Mid-Point Evaluation 10%; (2) Pre- and Final Resume/CV 10%; (3) One-Page Summary 15%; (4) Weekly Journal 25%; and (5) Final Evaluation 40%. All letter grades will be based on an absolute 90-80-70-60 Scale (e.g.,  $\geq 90\%$  = A, and so on).

**How to sign up for an individual study:**

To register for an individual study, get an individual study approval form from the Registrar's Office. Have it signed by your faculty mentor, CFOS internship coordinator (the coordinator may serve as the faculty mentor as well), 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 [http://www.uaf.edu/reg/forms/add\\_drop.pdf](http://www.uaf.edu/reg/forms/add_drop.pdf) accompany the individual study approval form.

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](mailto:asuaf.office@alaska.edu).

**Student Academic Support:**

- Speaking Center (907-474-5470, [uaf-speakingcenter@alaska.edu](mailto:uaf-speakingcenter@alaska.edu), Gruening 507)
- Writing Center (907-474-5314, [uaf-writing-center@alaska.edu](mailto:uaf-writing-center@alaska.edu), Gruening 801)
- UAF Math Services, [uaf-traccloud@alaska.edu](mailto: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](mailto: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](mailto: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](mailto: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](http://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](mailto: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](http://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](#).