

## **Department of Fish and Wildlife Sciences Undergraduate Internship (FISH/WLF 398) Guidelines - Updated Aug 2017**

### **Standard model:**

- 1) Internship must include 300 hours of work experience related to your fish or wildlife major
- 2) Complete internship goals form with advisor in spring and turn in form to Kim Stout so she can remove your block for summer registration.
- 3) Register for 1 summer credit of FISH398 or WLF398 during your summer internship under department head (Waits). The Department Head will contact your supervisor to complete a midterm and final evaluation form.
- 4) Midterm and final evaluation forms will be shared with each student by email (check UI email in summer when possible) and your supervisor will be encouraged to discuss the evaluation with you
- 5) Sign up for 1 credit of FISH398 or WLF398 in fall after internship with your faculty advisor, complete your internship report and turn in to advisor by end of September, receive feedback from advisor by mid October, complete revisions if necessary before Thanksgiving break.

**Alternative models:** Internships could occur on or off campus during fall or spring semester or across multiple semesters, but students must complete a minimum of 300 hours of major-relevant work experience. The student must complete the internship goals form before initiating internship activities each semester when hours will be accumulated, and students must enroll for one credit (FISH 398 or WLF 398) each semester during which internship hours will occur. Students must register for one credit (FISH 398 or WLF 398) with their faculty advisor during the semester in which the internship final report is completed. All credits could be completed in a single semester if the student completes all requirements during that semester. Fisheries students may use FISH 498 Aquaculture Internship to fulfill this requirement but must complete a minimum of 300 hours of work experience and complete a final internship report for the instructor of FISH 498. If the Aquaculture Internship (FISH 498) does not offer a minimum of 300 hours of work experience, additional hours to meet the 300 hour requirement must be completed in FISH 398.

**Transfer students:** With approval of the department head, transfer students can have this requirement waived with a letter or email from the work supervisor that specifies the job description, number of completed work hours and includes a completed supervisor final evaluation form. Also, students who are transferring in internship credits to the UI can have them evaluated by the Department Head to determine if they meet the course requirements for FISH398 or WLF398.

### **Learning Outcomes**

- 1) Develop an enhanced understanding of potential career paths in the fish and wildlife sciences
- 2) Build knowledge and hands on skills relevant to the fish and/or wildlife profession

3) Demonstrate work ethic, reliability and social interaction skills needed succeed in a natural resources work environment

**Grading:** Pass/Fail

### **What is needed to pass ?**

Credits of FISH or WLF398 associated with work experience: 1) Approval from advisor of goals form, and 2) satisfactory final evaluation from supervisor in three of four review categories.

Second or final credit: Approval from faculty advisor of final report.

### **What types of jobs and experiences can be used to meet the internship requirements?**

We expect students to gain relevant work experience related to careers in fish and wildlife science and/or management during their internship. Students can meet this requirement through a wide variety of experiences. For example, our students often work for state and federal agencies that manage fish, wildlife and their habitats, University of Idaho faculty and staff, nongovernment organizations (SCA, TNC), wildlife rehabilitation centers, and zoos. The internship can be paid or volunteer. See our department website for links to relevant job boards.

UI work study jobs that meet or exceed 300 work hours and meet the learning outcomes of the internship can be used to meet the requirements, but students must complete the internship goals form, get advisor approval and sign up for internship credits as described above. In general, students who participate in indirect experiences such as fire crew/management or trail crews will not meet learning outcomes 1 and 2 of the internship requirement, and students are strongly encouraged to obtain summer jobs or volunteer experiences directly related to fish and wildlife science and /or management. However, students who complete indirect summer jobs such as fire crew/management or trail maintenance for which they complete other tasks such as habitat assessment must meet with their advisor to discuss how much, if any, of those experiences might be counted towards meeting the requirement (generally not more than 100 hours), and develop a plan to complete additional hours of fish- and wildlife- related work or volunteer activities to meet the requirement and achieve the learning outcomes. A student must sign up for internship credits each semester he/she is completing internship hours.

We also note that while our internship requirement is to complete 300 hours of relevant job experience in your major, you should seek to obtain relevant experience in fish- and/or wildlife-related activities each summer and during the school year through employment and volunteer opportunities to ensure that you will be competitive for jobs upon degree completion.

**FISH/WLF 398 Internship Goals Form**

(Submit to Kim Stout after it is approved by your advisor – this is needed to remove your block to register for WLF/FISH 398)

Name \_\_\_\_\_ Major \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Employer:

Supervisor Name:

Supervisor email:

Supervisor Phone:

Dates of internship:

Hours/week:

Paid or volunteer

Goals of internship:

Describe how these goals relate to your career goals

Advisor name \_\_\_\_\_ Advisor signature \_\_\_\_\_

### Supervisor Midterm Evaluation Form

This form will be submitted to your supervisor by the department head or your advisor each semester you are enrolled in an internship credit until you complete 300 hours of work experience. Each evaluation will be shared with you.

Supervisor Name \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Phone \_\_\_\_\_

Supervisor email \_\_\_\_\_

Student Name \_\_\_\_\_

#### Evaluation (circle ranking)

Reliability	Unsatisfactory	Satisfactory	Outstanding
Work Ethic	Unsatisfactory	Satisfactory	Outstanding
Quality of work	Unsatisfactory	Satisfactory	Outstanding
Social interactions	Unsatisfactory	Satisfactory	Outstanding

Strengths of student intern:

Areas for growth and improvement:

Supervisor Signature \_\_\_\_\_

### Supervisor Final Evaluation Form

This form will be submitted to your supervisor by the department head or your advisor when you are enrolled in internship credits to accumulate a total of 300 hours of work experience. Each evaluation will be shared with you.

Supervisor Name \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Phone \_\_\_\_\_

Supervisor email \_\_\_\_\_

Student Name \_\_\_\_\_

#### Evaluation (circle ranking)

Reliability	Unsatisfactory	Satisfactory	Outstanding
Work Ethic	Unsatisfactory	Satisfactory	Outstanding
Quality of work	Unsatisfactory	Satisfactory	Outstanding
Social interactions	Unsatisfactory	Satisfactory	Outstanding

Please describe changes and improvements since midterm evaluation. Did the student address areas for growth and improvement highlighted in midterm eval?

Please suggest areas for future growth and improvement:

Supervisor Signature \_\_\_\_\_

## **Final Report Guidelines for FISH 398 / WLF 398 Internship**

### **Grading: Pass/Fail**

You must register for 1 credit of FISH398 or WLF398 with your advisor while completing this requirement.

The final report should be 2-4 pages single-spaced and include the following:

- 1) Original internship goals
- 2) A description of the activities conducted and skills gained
- 3) A reflective section that addresses the following questions: What were the most important things you learned? And how did your internship experience influence your future career plans in Fish and Wildlife Sciences?

### Deadlines:

- Submit draft report to advisor by end of the 4<sup>th</sup> week of the semester following your internship. You should receive feedback from advisor within 2 weeks - contact department head ([lwaits@uidaho.edu](mailto:lwaits@uidaho.edu)) if feedback is delayed.
- Submit final report to advisor by the 10<sup>th</sup> week of the semester.