

Wildlife, Fisheries & Aquaculture — Internship Application

Up to 3 credit hours of *WFA 3000 - Internship*, complete this application, attach an OASIS curriculum sheet, secure the appropriate signatures. After completing all requirements, ***a maximum of 3 credit hours may be applied toward graduation and certification*** .

Student information

Name _____

Advisor _____

Email _____

Expected graduation _____

Classification _____

MSU GPA _____ Major GPA _____

Internship Information

Company/Organization Name _____

Company/Organization Address _____

Internship Job Title _____

Dates _____

Company Name _____

Agency Mentor and Title _____

Mentor's Phone # _____

Mentor's Email _____

of Credits _____

Is Mentor letter attached? _____

This internship is: Volunteer/unpaid; Stipend/Expenses reimbursed; Wages or salary

Brief description of internship duties and educational goals:

Internship Requirements

XX Class schedule to mentor

XX_ Mid-term Evaluation

XX Minimum 135 hrs of activity

XX Final summary

XX Written goals for internship

XX_ Presentation class

XX Mentor evaluation letter

___ Other: _____

XX Bi-weekly reports/journal

___ Other: _____

Internship Grade Breakdown

| | |
|-------|---|
| 5.0% | Satisfactory Completion of \geq 135 hours (verified by letter from internship mentor) |
| 2.5% | Advance work schedule for 135 hours |
| 2.5% | Advance completion of internship goals |
| 20.0% | Bi-weekly field reports (field journal) – due every two weeks |
| 5.0% | Mid-term report |
| 25.0% | Final written report |
| 10.0% | Seminar to classmates |
| 15.0% | Faculty mentor grade |
| 15.0% | Internship mentor grade |

It is the *student's responsibility* to ensure that all reports and materials are turned in by the appropriate deadlines on MyCourses.

Signatures

I agree to prepare and submit a report form every two weeks and a final summary detailing my internship experience. I understand that I must also fulfill requirements listed above. I will submit the report forms on a timely basis and submit the final summary before final grades are due for the semester I am interning. During my internship, I will conduct myself as a representative of the Department of Wildlife, Fisheries & Aquaculture.

Student's Signature

Date

I have discussed this internship with the student and support his/her petition for WF 3000 Internship credit.

Advisor's Signature

Date

Administrative Approval

Undergraduate Coordinator

Date

Department Head

Date

Student Internship Report Instructions

WFA 3000 - Internship requires a record of performance. Report forms and your final summary report will be in your student file in Academic Affairs.

Bi-weekly Reports (or journal)

Report form should be submitted every two weeks and should be 2 typewritten pages. It should include: student's name, internship site, dates of report, accumulated hours for the two weeks, and accumulated hours total to date. The report form should then detail activities and accomplishments in one section and professional development in another.

Activities & Accomplishments Section. List and describe the activities and accomplishments that you experienced. Describe what you have done for two weeks. Provide detail even if it may not be relevant. This will provide a record of your experience. You can use it later to write your summary report.

Professional Development Section: Describe what you are learning and your impression of the work. Ask your mentor how you are doing and how you can improve. If you have questions or concerns regarding your internship, include them. If you are able to answer the questions later, note them. This can also be used later to write your summary report. Indicate the people you meet, their titles and in what capacity you encountered them while interning.

Internship Expectations of Employers

A firm or agency that agrees to provide an internship for a student is expected to provide the student with a variety of hands on experiences. A signature on this Internship Application signifies that the objectives can be met and that the mentor will share with the student materials that let the student complete his/her report forms and final summary. The mentor's signature is required on the final summary title page.

The employer is to assign responsibility for supervision of the intern to a specific mentor, who will complete an evaluation form assessing the student's work performance and grade at the end of the internship.

Over the course of the internship, the mentor agrees to spend time with the student discussing questions, challenges, and successes about the company and the industry. The goal of these conversations is to educate the student. These conversations will form the basis of the student's report forms and final summary.

The cooperating employer may provide wages, reimbursement for travel or other benefits while the student interns. These arrangements are to be agreed upon by the cooperating employer and the student intern.