

## Wildlife, Fisheries & Aquaculture -- Internship Application

(revised 4/2016)

Internships allow students to increase knowledge of relevant conservation science and practices, build professional experience and contacts, develop leadership and decision-making skills and clarify career goals. To be eligible for up to 3 credit hours of *WFA 3000 - Internship*, complete this application, attach a copy of your current transcripts or CAPP sheet, and secure the appropriate signatures. After completing all internship requirements, **a maximum of 3 credit hours of professional elective credits may be applied toward graduation.**

### Student Information

Name \_\_\_\_\_ Advisor \_\_\_\_\_  
Email \_\_\_\_\_ Expected date of graduation \_\_\_\_\_  
Classification \_\_\_\_\_ MSU GPA \_\_\_\_\_ Major GPA \_\_\_\_\_  
Number of credits requested \_\_\_\_\_

### Internship Information

Organization/Agency/Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Internship Job Title \_\_\_\_\_ Dates of Internship \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_  
Supervisor's Email \_\_\_\_\_ Phone \_\_\_\_\_  
This Internship is:  Volunteer/unpaid     Stipend/Expenses reimbursed     Wages/salary

Provide a brief description of how the internship duties will aid you in obtaining your education goals:

Provide the names and contact information for three people willing to provide a personal reference, if requested to do so.

- 1.
- 2.
- 3.

<b>Internship Requirements:</b>	<b>Grade contribution</b>
<ul style="list-style-type: none"> <li>• Minimum of 135 hours of internship activity, including:               <ul style="list-style-type: none"> <li>○ An advance work schedule outlining how the minimum-required 135 hours will be allocated during the internship period is required if the internship is conducted during the regular academic year.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Detailed field journal.               <ul style="list-style-type: none"> <li>○ Minimum of weekly entries outlining daily internship activities.</li> <li>○ Written performance goals, objectives and/or expectations developed in consultation with internship supervisor.</li> <li>○ Personal assessment of achievement of performance goals, objectives and expectations.</li> </ul> </li> </ul>	25%
<ul style="list-style-type: none"> <li>• Written exit evaluation of intern's performance written by the internship supervisor, and submitted to the WFA internship advisor.               <ul style="list-style-type: none"> <li>○ Verification from internship supervisor of satisfactory completion of <math>\geq 135</math> hours.</li> <li>○ Assignment of a letter grade by the internship supervisor reflective of student's performance during the internship</li> </ul> </li> </ul>	35%
<ul style="list-style-type: none"> <li>• Public presentation               <ul style="list-style-type: none"> <li>○ 5-to 10-minute public presentation summarizing internship activities</li> </ul> </li> </ul>	20%
<ul style="list-style-type: none"> <li>• Final report submitted to the WFA internship advisor which includes a summary of activities, accomplishments and academic and professional development outcomes.               <ul style="list-style-type: none"> <li>○ A copy of this report will be kept in your student file in CFR Student Services Office</li> </ul> </li> </ul>	20%

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

### Signatures

I have read and understand the requirements for the Wildlife, Fisheries and Aquaculture Internship Program. I also understand I must also fulfill the requirements listed above by the appropriate deadlines and before final grades are due for the semester in which I am obtaining internship credit. During my internship, I will conduct myself appropriately 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&A 3000 Internship credit.

\_\_\_\_\_

Advisor's signature \_\_\_\_\_  
Date

\_\_\_\_\_

Undergraduate Coordinator \_\_\_\_\_  
Date

\_\_\_\_\_

Department Head \_\_\_\_\_  
Date

*Students - please share this page with the person who will be supervising you during your professional experience/internship position.*

### **Internship Expectations for Employers**

An agency, organization or program that agrees to provide an internship for a student is expected to provide the student with a variety of hands-on experiences that contribute to their development as a future wildlife professional.

Over the course of the internship, the internship supervisor agrees to spend time with the student discussing questions, challenges and success about the agency, organization or program. The goal of these conversations is to further educate the student about the wildlife conservation and management.

The cooperator may provide wages, reimbursement for travel or other benefits while the student is under their supervision.

The supervisor agrees to provide a written performance assessment of the student intern as a contribution toward their internship course requirements, including assigning a letter grade indicative of their performance while under your supervision. This assessment will be provided directly to the MSU internship coordinator who will make the request after the internship period is completed.

WFA 3000- Internship  
Course Syllabus

Instructor: Leslie Burger  
Email: Leslie.Burger@msstate.edu  
Phone: 662.325.6686  
Office: TH 259

Office hours: by appointment

Course Description: Professional work experience with governmental or private agencies.

Class Schedule: I would like to meet bi-weekly on a mutually agreed upon day/time to assess your progress on course requirements and get your feedback on your internship experience. You are required to contact me during the first week of class to discuss integration of course requirements with your internship activities.

Learning Objectives:

- Gain understanding of career requirements and opportunities
- Develop professional skills for future careers, including those in communication, wildlife research and/or habitat management, data analysis, and field procedures

Course Materials: None required. Students must have access to computer software that will allow for development of written reports and oral presentations.

Class Assignments and Due Dates:

<b>Assignment</b>	<b>Due No Later than:</b>
Submit journal of semester internship activities	TBA
Internship supervisor assessment report/ letter grade	TBA
Draft of Internship program presentation	TBA
Presentation of internship program in April	TBA
Final report of internship program	TBA

Methods of Evaluation:

<b>Metrics</b>	
Satisfactory completion of internship, as verified by internship supervisor	20%
Internship supervisor grade	15%
Completion of personal internship goals/objectives (as indicated in field journal and final report)	5%
Field Journal - completeness, neatness, timeliness	20%
Public presentation - completeness, organization, visual appeal	20%
Final Written Report - completeness, neatness, organization, grammar/spelling	20%

## Assignments and Standards of Achievement:

- Journal of internship activities
  - Includes daily or weekly entries describing internship activities for the week
  - Covers the entire internship period.
  - Is legible, either neat handwriting or typed
  - Is submitted via a physical copy comprised of either printed, typed pages bound together in some organized method or within a notebook, journal or similar unit.
  
- Internship supervisor assessments:
  - Must be written by your internship supervisor on agency/organization letterhead or submitted via their professional email account.
  - Must be delivered directly to me. You cannot submit it to me on their behalf.
  - Should include their assessment of your job performance while serving as an intern with their agency/organization
  - Must include a letter grade assignment ranking of the quality of your performance as an intern, e.g., A for excellent work quality; B for above average work; C for average quality work; D for below average work: and F for a failing performance
  - Should include a statement as to whether they would hire you again and/or feel comfortable with recommending you to a colleague.
  
- Presentation: A five-minute, PowerPoint presentation outlining your job responsibilities with the agency/organization with whom you worked. We'll work together to select an appropriate audience but possibilities include MSU TWS student club meeting or Wildlife Techniques class. Submit a draft of it for review, comment and suggested edits (see due date) before presenting. It should include:
  - The agency/organization and where you were stationed
  - The job responsibilities
  - The types of activities you performed
  - What skills did you learn in MSU classes that helped on the job?
  - What new skills/things did you learn?
  - What did you like best about the internship?
  - Use lots of pictures! If you don't have any from your own experience, try to find others that represent what you did.
  
- Final Report: A report version of the presentation that includes the same elements listed above for the presentation (excluding photos) with the addition of:
  - Your internship supervisor's name, position and contact information.
  - What were your personal and/or professional objectives for the position?
  - How did you achieve those objectives? What activities/occurrences contributed to your achievement?
  - If you did not achieve your objectives, why not?

## General Class Information:

- Student Honor Code Mississippi State has an approved Honor Code that applies to all students. The code is as follows: “As a Mississippi State University student, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.” Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor Code. Student will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the MSU community from the requirements or the processes of the Honor Code. For additional information, please visit: <http://honorcode.msstate.edu/policy>.
- Title IX MSU is committed to complying with Title IX, a federal law that prohibits discrimination, including violence and harassment, based on sex. This means that MSU’s educational programs and activities must be free from sex discrimination, sexual harassment, and other forms of sexual misconduct. If you or someone you know has experienced sex discrimination, sexual violence and/or harassment by any member of the University community, you are encouraged to report the conduct to MSU’s Director of Title IX/EEO Programs at 325-8124 or by e-mail to [titleix@msstate.edu](mailto:titleix@msstate.edu). Additional resources are available at <http://www.msstate.edu/web/security>, or at <http://students.msstate.edu/sexualmisconduct/>.