

Fisheries and Aquatic Sciences Concentration – Advisor Approval of Work Experience

A broad range of skills are needed for fisheries and aquatic science students to be successful in today's diverse job market, or to continue their education graduate school. The work experience requirement provides "hands-on" experience beyond that gained in course labs and field trips, ensures varied experience in research or management of fish and other aquatic biota, develops skills needed for future jobs, and provides valuable references needed for future employment or graduate school.

Many different kinds of work experience will satisfy the requirement including:

- Paid summer jobs
- Formal internships (FW487V)
- Volunteer positions, and
- Work study experience (in some cases)

Acceptable jobs include work for federal, state, non-governmental, private, and university organizations that research or manage fish or other aquatic organisms, or that are responsible for public policy or public relations related to fish or aquatic environments. Summer jobs related primarily to guiding recreational fishing, routine water quality management, or other jobs that do not relate loosely to fish, fisheries or other aquatic biota are not acceptable.

A minimum of 160 h of work (ca., one month at full time) that allows the student to gain a variety of "hands on" skills is needed to satisfy the requirement.

Procedures

1. Students must complete the form below describing the experience to be gained and have their advisor sign the form to indicate approval *before* the work begins to ensure that it satisfies the requirement. Advisors make no guarantee that a specific job or experience will satisfy the requirement without prior approval. Internships (FW487V) must be pre-approved by your advisor.

Student name: _____ Student Number: _____

Employer or Supervisor: _____ Phone: () _____ - _____

Agency or Firm: _____

Address: _____

Type of Experience: Paid Position _____ Volunteer _____ Work Study _____

Internship (FW487V) _____ (credits) Advisor Approval: _____ Date: _____

Job Title: _____ Total hours I plan to work: _____

Experience and skills to be gained: _____

Advisor Approval of Plan: _____ **Date:** _____

2. After completing the work experience, students must write a memo to their advisor (see example below) detailing the organization and supervisor for whom they worked, the skills learned, and the periods worked. The memo should be ended with the statement listed at the bottom and signed by the supervisor. Students will not be allowed to graduate without completing this requirement and submitting the signed memo to their advisor.

Example of memo:

MEMORANDUM

To: (advisor's name)

From: (student's name)

Subject: Work experience

Date: (today's date)

Student details the organization and supervisor for whom they worked, the skills learned, and the periods worked, including the total number of hours worked...

Employer Approval: I confirm that the student has worked under my supervision for the number of hours described here, and has had the opportunity to gain the skills listed.

Supervisor's Signature: _____

Date: _____
