Guidelines for Internships in Fish, Wildlife and Conservation Biology (FW 487)  
Credit options: 1-3 credits per semester

Completion of a degree in the Department of Fish, Wildlife and Conservation Biology prepares students for entry into a graduate degree program or an entry-level position in the public or private sector. In cases where additional specialized training is needed, training can be gained through an internship. A good internship provides directed training in a specialized aspect of fish, wildlife or conservation biology beyond that gained in course labs and field trips, develops skills needed for future jobs in that specialized area, and provides valuable references for future employment or graduate school.

Acceptable internships include those arranged with federal, state, tribal, non-governmental, private, and university organizations involved with research, management, or policy issues relating to fish, wildlife or conservation biology. Internships may be paid or volunteer—the nature of the internship depends on the organization offering it.

A minimum of 80 h of work (ca. one month at half time) that allows the student to receive directed training is needed to satisfy the requirement. Each 80 h of work is the equivalent of 1 credit (i.e., to receive 2 credits, you must work 160 hours). Additionally, if you wish to receive two (2) or more credits, you must complete the presentation requirement (see #4, below). All internships are graded on a pass/fail basis.

Procedures

1. Students must complete the form below describing the training to be gained and have their academic advisor sign the form to indicate approval before the work begins to ensure that it satisfies the requirement. Students should attach a copy of the internship announcement to the form for the advisor’s perusal. Alternatively, an email from the hosting agency or professional mentor describing the proposed duties for the intern should be attached.

2. Students must keep a field notebook or journal. The purpose of the journal is to provide a detailed, thorough record of your activities, observations, hours worked, and thoughts during the internship.

3. After completion of the internship, students must write a 5 – 7 page paper, following the guidelines for a review paper in the North American Journal of Fisheries Management or the Journal of Wildlife Management describing their internship experience and explaining how their directed training relates to the wider field of fish, wildlife or conservation biology. The paper is due at the end of the semester during which the internship was held. You will also turn in your field notebook or journal at this time.

4. All students who complete an internship for one credit are encouraged to give a 30-minute presentation describing their experience to the CSU student chapter of the Wildlife Society, American Fisheries Society, or Conservation Biology. Students who are receiving 2 or more credits for an internship must give a 30-minute presentation during the semester following the completion of the internship. Students are responsible for arranging the presentation date, and informing the relevant student chapter of that date.
5. The student must obtain a brief letter of review from the hosting agency or workplace which includes a synopsis of the general work completed by the intern and an evaluation of the intern’s participation. This letter or email may be sent directly to the student’s advisor.

6. The internship will be graded satisfactory or unsatisfactory based on the number of hours worked and completion of the required materials above.
Student Name: __________________________ CSU ID Number: __________________________

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

Agency or Firm: ________________________________________________________________
Address: _______________________________________________________________________
Web Address: ___________________________________________________________________

Job Title: __________________________ Total Hours Planned: __________________________
Job Start Date: ___________ Job End Date: ___________ Report Due Date: ______

Number Of Credits Requested (1 – 4): _____ Advisor Approval of Credits (initial): _____

Experience and directed training to be gained (you may attach additional sheets):
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Advisor Approval of Plan: __________________________ Date: _______________________

Additional Faculty Approval: __________________________ Date: ______________________

Employer Approval of Plan: __________________________ Date: __________