

FISHERIES AND AQUATIC SCIENCES

FW 487 INTERNSHIP GUIDE

PROFESSIONAL WORK EXPERIENCE FOR STUDENTS IN THE
FISHERIES AND AQUATIC SCIENCES CONCENTRATION

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FW 487 FAS Internship (1 – 3 credits)

Course description

Work experience in fisheries and aquatic sciences.

Course goals

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 in graduate school. The internship 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. The internship experience also helps students gather information that will guide their career decisions.

Course objectives

1. Broaden student perspectives on the profession through varied experience in research or management of fish and other aquatic biota and aquatic ecosystems.
2. Provide knowledge beyond that gained in formal classroom instruction, labs and field trips.
3. Develop professional skills needed for future jobs or graduate positions.
4. Provide insights into the fisheries and aquatic sciences profession that will guide the student's career decisions.
5. Facilitate connections within the profession that may serve as references for future employment or graduate school applications.

Types of internships

With FAS faculty approval, a wide variety of experiences can satisfy the internship requirements, including: paid jobs, volunteer positions, and in some cases, work-study experience. Acceptable internships include work for federal, state, non-profit, 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, or other jobs that do not relate loosely to fish, fisheries or other aquatic biota conservation and management are not acceptable.

Students are responsible for finding and securing their own internship but must talk to an FAS faculty member about how an internship would fit into their degree plan. The FAS faculty member can facilitate placement by providing suggestions and employer contact information, and by serving as a professional reference.

Eligibility

To be eligible for the FAS internship, you must:

- Be an FWCB major with the FAS Concentration. Non-majors may request to take the class, with instructor permission.
- Have sophomore, junior or senior status. Freshmen may request to take the class, with instructor permission.
- Obtain written consent of instructor (FAS faculty member, "internship coordinator") and documented approval from host organization prior to starting work on the internship
- Be registered for at least one credit during the internship

Process

1. Meet with an FAS internship coordinator to discuss the planned internship and provide the completed Internship Approval Form. If available, students should attach a copy of the job/internship announcement or position description to the form.
2. Complete the Internship Agreement Form and submit it to the internship coordinator BEFORE work begins to ensure that the internship is approved for the semester/summer that the student will be participating in it.

3. Ideally, internship hours and requirements (see below) should be completed during the semester for which student is registered for FW 487, except the presentation requirement for two credits, which may be completed later. Students may receive an "I" grade until all requirements are completed.

Grading policies

This course is graded on a Satisfactory/Unsatisfactory (S/U) basis by the internship coordinator. Performance equivalent to a letter grade of C or better will be graded as Satisfactory. A grade of S is required to apply the credit(s) to graduation requirements.

Minimum performance required for a passing grade will be:

1. A minimum of 80 hours of approved work experience is required per credit of FW 487.
 - a. Eighty hours is equivalent to approximately 5 hours per week over a semester or approximately 2 weeks of full time work. The hours can be accumulated in whatever schedule works best for the student and the employer, as long as the total is accumulated during the semester the student is registered for FW 487, or the immediately following semester.
 - b. If the student wishes to receive two (2) or more credits, they *must* give a 20-minute presentation to the AFS Student Subunit during the semester following the completion of the internship. Students are responsible for arranging the presentation date and informing the FAS faculty of that date.
 - c. Credit for work experience accumulating before approval of internship will not be allowed.
2. Intern Evaluation Form completed by the intern's supervisor¹. It is the student's responsibility to ensure that their internship supervisor completes and submits the form on time. A minimum cumulative score of 16 is required for a passing grade.
3. Internship Evaluation Form completed by the student.
4. Field notebook or journal. The purpose of the journal is to provide a thorough record of activities, hours worked, observations, and reflections during the internship that can be used to prepare the final essay. At a minimum, there should be one entry in the journal for each day worked.
5. A minimum two-page, double-spaced essay describing:
 - a. Skills and knowledge gained during the internship,
 - b. Reflections on how the internship affected your perceptions of the profession, and your career goals.
 - c. The essay should also address any self-perceived deficiencies in your performance and thoughts about how to improve in those areas in the future.
6. Thank you letter sent to the employer and a copy to the FAS internship coordinator.

Interns will be bound the CSU Academic Integrity Policy as found on the Student's Responsibilities page of the CSU General Catalog and in the Student Conduct Code. Violations may result in a grading penalty in this course and a report to the Office of Student Resolution Center.

All of the above requirements must be completed and materials turned in to the FAS internship coordinator by the first day of finals week of the semester when the student is registered for FW 487.

¹ The internship supervisor is the person at the agency, firm, or research institution that directly supervises the intern.

Internship Approval Form

This form must be signed by both the student and the FAS internship coordinator and returned to the FAS internship coordinator before the internship begins.

Student Name: _____

Student Email: _____ Phone: _____

Employer/Supervisor: _____ Phone: _____

Agency or Firm: _____

Mailing address: _____

Email: _____ Web Address: _____

Type of Position: Paid position _____ Volunteer _____ Work-Study _____

Internship Title: _____ Total Hours Planned: _____

Start Date: _____ End Date: _____ Report Due Date: _____

Number of credits requested (1 – 3): _____ FAS faculty approval of credits (initial): _____

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

Student signature: _____ **Date:** _____

FAS faculty approval: _____ **Date:** _____

Internship Agreement

NOTE TO EMPLOYER: The student's internship does not officially begin and the student cannot start counting hours until all sections of this document are filled out completely and all three signatures are received and dated and the student is registered for NRRT 487 at Colorado State University. The CSU Internship Coordinator must have all 3 pages (15-17) of this Agreement in order to sign it.
A facsimile of this form is acceptable.

Student Information (to be completed by student)

Name _____ CSU ID # _____ - _____ - _____
Physical address where you are living during internship _____
City _____ State/Provence _____ Zip/Postal Code _____
Local or Cell Phone # _____ E-mail _____
Emergency Contact Name _____
Mailing Address _____ City _____
State/Provence _____ Zip Code _____ Phone1 _____ Phone2 _____
E-mail _____ Relationship (parent/spouse/next of kin) _____

Host Organization Information (to completed by organization supervisor)

Organization Name _____
Intern Supervisor Name _____ Title _____
Organization Mailing Address _____ City _____
State/Provence _____ Zip/Postal Code _____ Phone # _____ Fax _____
Organization Web Page _____ E-mail _____

Internship Position Information (to be completed by organization supervisor)

The student's internship must consist of a multi-faceted work and/or learning experience. Each job duty **MUST** be listed out separately in the left-hand column as detailed as possible and **MUST** have an actual % or range of % that the student is estimated to perform in the right-hand column. **Forms received with only one job duty listed or lacking details for job duties will not be accepted by Colorado State University.**

<u>Specific Job Functions</u>	<u>Percent of Time</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Physical location where the internship will be performed (if student will be in more than one location, please estimate % by location; must equal 100%):

Internship Starting Date _____ Ending Date _____ (can be estimated)

Student is required to complete at least 80 hours of work.

Forms received without an estimated ending date will not be accepted by CSU.

Internship Agreement
Terms and Conditions

1. Attachments (A) Student Responsibilities, (B) Host Organization Responsibilities and (C) Colorado State University Responsibilities are incorporated herein by this reference.

2. Liability and Insurance; Governmental Immunity

- a. The University, as an entity of the State of Colorado, is entitled to certain immunities under Colorado law, including the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101, et seq., and is self-insured for \$350,000 per person and \$900,000 per occurrence as more fully set forth in the Risk Management law, C.R.S. §§ 24-30-1501, et seq. The parties agree that such insurance shall satisfy all insurance requirements of this Agreement except as otherwise specified herein.
- b. The Colorado Constitution prohibits the State of Colorado and Colorado State University from agreeing to indemnify any other party, public or private. In addition, the Colorado Governmental Immunity Act limits the tort liability of public entities and their employees and authorized volunteers acting in the course of authorized governmental undertakings. Any provision of this Agreement, whether or not incorporated herein by reference, shall be controlled, limited and otherwise so modified by statute. Parties to this Agreement should seek liability protection through their own insurance or otherwise.
- c. Workers' Compensation insurance coverage for the student participating under this Agreement shall be provided by the University unless the student receives remuneration from the Organization for services performed, in which event, the Organization shall provide workers' compensation insurance. As used herein, "remuneration" includes room, board, or other non-monetary forms of compensation.
- d. Individual student liability protection beyond what may apply to students classified as "authorized volunteers" under the Colorado Governmental Immunity and Self Insurance statutes, shall be the individual responsibility of the student, and any proof thereof shall be supplied to the Organization by the student. For some student placement affiliations, students can purchase and provide professional liability insurance with limits of at least \$1,000,000/\$3,000,000. The University agrees to cooperate with the Organization by advising the student of the requirement that the student obtain such insurance as is satisfactory to the Organization.
- e. Both parties recognize that they are bound to comply with the Family Educational Rights and Privacy Act (FERPA or the Buckley Amendment) in the handling of educational records of students enrolled in their programs. It is also understood and recognized that employees and agents of each party will need to have access to the educational records maintained by the other party in properly administering their duties and obligations under this agreement and to the individual students. It is also agreed that each party will thoroughly orient their employees and agents of their obligations under FERPA and will maintain their practices in strict accordance with the requirements of that Act. Neither party will be permitted to authorize any further disclosure of educational records of students or the other party to persons or entities not a party to this Agreement without first having received permission of the other party and having obtained assurances that the other party has fully complied with the provisions of FERPA. Any permitted disclosure to persons or entities not a party to this Agreement will be under the condition that no further disclosure by such parties will be permitted.

3. Termination.

- a. For Convenience. Either party may terminate this Agreement for any reason by providing thirty days written notice to the other party of its intention to terminate, provided that students shall be permitted to complete internships that began prior to the termination date.

Internship Agreement

b. For Default. A party will be considered in default of its obligations under this Agreement if such party should fail to observe, to comply with, or to perform any term, condition, or covenant contained in this Agreement and such failure continues for ten (10) days after the non-defaulting party gives the defaulting party written notice thereof. In the event of default, the non-defaulting party, upon written notice to the defaulting party, may terminate this Agreement as of the date specified in the notice, and may seek such other and further relief as may be provided by law. To the extent reasonable, the Parties shall endeavor in good faith to prevent the early termination of any ongoing internship as a result of the termination of this Agreement under this section.

4. Jurisdiction and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in the County of Larimer, State of Colorado.

5. Assignment. No assignment of this Agreement or the rights and obligations hereunder shall be valid without the prior written approval of the parties.

6. Waiver. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach of the same or other provision hereof.

7. Anti-Discrimination. The parties agree that in the performance of this Agreement, there will be no discrimination against students, employees, or other persons related to race, color, sex, religion, creed, age, national origin, sexual orientation, or disability.

8. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any previous contracts, understandings, or agreements of the parties, whether oral or written, concerning the subject matter of this Agreement.

9. Amendment. Any amendment to this Agreement must be in writing and must be signed by the parties.

10. Severability. In the event that any provision of this Agreement is held unenforceable for any reason, the remaining provisions of this Agreement shall remain in full force and effect.

We, the undersigned, in consideration of the mutual promises contained herein and other good and valuable consideration hereby agree to cooperate in a high quality and professional field experience in accordance with the above specifications and have read and understand the attached Responsibilities of Student, Host Organization, and Colorado State University.

Host Organization Supervisor (signature) (printed name) date

CSU Student (signature) (printed name) date

The Board of Governors of the Colorado State University System acting by and through Colorado State University, by:

CSU Internship coordinator (signature) (printed name) date

ATTACHMENT A – Student Responsibilities

1. You must find your own internship opportunity by corresponding with and making appropriate application to agencies or organizations that you want to work with.
2. You must be enrolled in FW487 during the semester of your work or in the upcoming semester/session.
3. You are responsible for your own transportation to and from the internship location. You are also responsible for meals and lodging during your internship, if these are not provided by the host organization.
4. It is your responsibility to arrange for insurance coverage.
5. Interns are representatives of Colorado State University, and as such CSU expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution; to observe national, state, and local laws, and University regulations; and to respect the rights, privileges, and property of other people.
6. This is your chance to make a favorable impression of yourself in the profession. Look at the criteria in the Internship Evaluation Form to see the conduct areas that your supervisor will evaluate you on, and strive to get all fives!
7. During the internship you are expected to follow supervisor and host organization instructions, adhere to policies and carry out duties outlined by the supervisor, and consult with your supervisor and/or FAS Internship Coordinator when you have questions or concerns.
8. You are expected to respect the confidentiality of the host organization's client information.
9. You will be bound the CSU Academic Integrity Policy as found on the Student's Responsibilities page of the CSU General Catalog and in the Student Conduct Code. Violations may result in a grading penalty in this course and a report to the Office of Student Resolution Center.
7. It is your responsibility to ensure that all required paperwork is signed and returned to the FAS internship coordinator by the due date(s).
8. It is your responsibility to complete and turn in to the FAS Internship Coordinator a completed field notebook or journal along with the required final essay, and to provide a copy of the thank you letter sent to the employer at the end of the internship.
10. If you experience a personal crisis during your internship that might interfere or does interfere with your ability to submit your assignments on time you are encouraged to contact CSU Student Case Management and Referral Coordination. This office provides crisis prevention and intervention services. In difficult situations, such as medical, mental health, behavioral, personal or family crisis, illness, or injury a student may find it difficult to navigate the resources and services available. Student Case Managers consult with students, faculty, staff, families, and providers to offer guidance on the next best steps. For more information, please go to:
<http://www.studentcasemanagement.colostate.edu/>.
11. During the internship, you are expected to communicate openly with those at your work setting and with Colorado State University's Internship Coordinator. This means:
 - a. consulting with your supervisor when there are problems you cannot satisfactorily solve yourself or when there is not a clear understanding of what is to be done;
 - b. contacting the FAS Internship Coordinator (email communication is sufficient) to discuss the progress of your internship and any matter which you would rather not discuss with your supervisor.
12. You should sign the attached "Release of Records Form" (page 23) to allow the University to share with the Host Organization information from your educational records as necessary to enable an effective working relationship between the University and the Host Organization.

ATTACHMENT B – Host Organization Responsibilities

The executive officer of the organization is in charge of the student's educational experience. This person serves as a mentor who offers guidance and supervision and who facilitates the student's professional competence within the organization's operations. Without relinquishing their direct responsibility for the training of the intern, this person may assign a qualified staff member as an immediate supervisor or training officer.

The responsibility of the organization to both the intern and Colorado State University starts in full when the intern arrives at the work setting. At that time, the Colorado State University Internship Coordinator assumes a secondary role in the training program, except in cases of breaches of agreement, moral conduct, or emergency situations. Responsibility for the relationship between Colorado State University and the organization in regard to the field internship will be a shared responsibility with the Internship Coordinator.

The responsibilities of the organization and supervisor include:

1. Providing a variety of educational experiences for the intern.
2. Guaranteeing the student at least 80 hours of experience.
3. Providing adequate technical and safety training appropriate to the duties that will be expected of the intern
4. Payment may be provided to students participating in this educational experience. Unpaid internships should meet the U.S. Department of Labor's criteria under the Fair Labor Standards Act.
5. Providing responsible and reasonable local supervision of the student during the internship.
6. Helping the intern to understand how their job relates to the total organizational community and helping the intern develop a professional attitude about their work
7. Communicating immediately with Colorado State University Fisheries and Aquatic Sciences Internship Coordinator in such events related to student health, safety, ethical/professional behavior, or other events which may compromise the integrity of the student, host organization, or Colorado State University
8. The Organization, in its discretion, may at any time exclude from participation hereunder any intern whose performance is determined to be detrimental to the Organization's clients, who fails to comply with proper channels of communication or the provider's established policies and procedures, or whose performance is otherwise unsatisfactory.
9. Providing feedback to help the intern improve their performance during the internship and provide a written evaluation of the intern's overall performance at the end of the internship ("Intern Evaluation Form").

ATTACHMENT C – Colorado State University’s Responsibilities

The internship is an educational work program involving the student, Colorado State University, and the host organization. The ultimate goals of all three are compatible; and, as a result, this relationship in almost all cases results in a pleasant, meaningful, and rewarding experience.

The responsibilities of the Colorado State University Internship Coordinator include the following:

1. Ensuring that all Interns have completed all applicable prerequisite courses and other requirements necessary prior to internship placement.
2. Undertaking the responsibility for academic administration, curriculum content and programming, intern recruitment, admission, promotion and graduation, maintenance of all intern records and reports, and final determination of all grades to be awarded to interns for internship participation.
3. Helping the intern define career goals, update their resume, identify internship possibilities, initiate correspondence with appropriate agencies or organizations, and otherwise guide them through the application process.
4. Holding pre-assignment conferences with prospective interns to go over the details of particular internship opportunities and their compatibility with the student's needs and interests.
5. Approving the assignment of an intern to an organization after analyzing the Organization's intent to provide a high quality learning experience.
6. Communicating with prospective organizations and agencies about possible internship opportunities, representing Colorado State University in all official arrangements with cooperating organizations, and communicating with those who supervise interns.
7. Assisting and advising interns on the circumstances under which interns may need to carry professional liability insurance covering interns for all activities, acts and omissions that may occur related to this internship, as required by the host organization. The University shall advise interns that proof of such insurance may be required prior to the intern beginning the internship.
8. Discussing with the Organization details involving placement of interns. Apprising interns of the confidential nature of client information.
9. Approving the intern's training schedule submitted by the organization.
10. Informing interns of the interns' responsibility to provide any transportation, meals, and lodging related to the internship.
11. Occasionally communicating with supervisors and interns for the purpose of counseling the intern and to consult with the supervisor regarding the performance of the intern.
12. Keeping in strictest confidence any proprietary information, materials, and/or procedures that are part of a student's internship experience. Regular professional ethics are always observed.
13. When possible, arranging for a personal on-site visit with both intern and supervisor. This will not be possible in many cases due to time of year, location, associated travel costs, etc.
14. Removing an intern from an organization when it would seem detrimental to allow them to remain.
15. Studying the reports and journals of the interns to make recommendations or take specific actions as appropriate.
16. Insuring that all interns complete 80 hours of experience.
17. Assisting in the final evaluation of the intern -- grading the student on the basis of organization evaluations and student reports and assignments. Grading will involve reviewing and interpreting, with the student, all internship assignments and assigning a final grade.
18. Making suggested changes to students and organizations when it seems necessary or appropriate.

Intern Evaluation Form

This intern evaluation form must be completed by the intern’s employer/sponsor upon completion of the internship. Course credit cannot be given until this form is completed and returned to the CSU internship coordinator.

Intern name: _____

Internship Organization: _____

Address: _____ City: _____ State _____ Zip _____

Supervisor name: _____ Title: _____

Supervisor’s phone: _____ Email: _____

Please evaluate the following characteristics for the above-named student intern:

Rating Scale: 5 = Excellent 4 = Very Good 3 = Average 2 = Fair 1 = Unsatisfactory

Characteristic	Rating
Willingness to learn	
Relationships with others	
Ability to perform without supervision	
Willingness to receive guidance	
Technical competence	
Reliability	
Enthusiasm	
Overall performance	

Approximately how many hours did this intern work during the internship? _____

Please comment on the intern’s performance:

Supervisor’s signature: _____

Date: _____

Internship Host/Supervisor Evaluation Form

This evaluation form must be completed by the intern upon completion of the internship. Course credit cannot be given until this form is completed and returned to the FAS internship coordinator.

Intern name: _____

Internship Organization: _____

Address: _____ City: _____ State _____ Zip _____

Supervisor name: _____ Title: _____

Supervisor's phone: _____ Email: _____

Please evaluate the following characteristics for the above-named student intern:
Rating Scale: 5=Strongly Agree, 4=Agree, 3=Neutral, 2=Disagree, 1=Strongly Disagree

Characteristic	Rating
My supervisor clearly defined my role and duties as an intern	
I received training appropriate to the duties expected of me during my internship	
My responsibilities were consistent with my academic background and preparation	
My host organization facilitated a variety of professional experiences for me	
My supervisor was helpful throughout my internship	
I am satisfied with my internship experience at this organization	
I would recommend this organization to other potential interns	

Approximately how many hours did you work during the internship? _____

Please comment on your internship supervisor and your overall internship experience:

Intern/student signature: _____

Date: _____

Release of Records Form (#X)

A facsimile of this form is acceptable. This assignment is optional.

I, (print name) _____, recognize that records pertaining to students are generally required by the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g (a federal law) to be held confidential by the University. Only personally identifiable information designated as “directory information” may be disclosed without first obtaining a signed and dated written consent from the student for such disclosure.

I, (print name) _____, (date of birth) _____, (CSU ID#) _____ hereby give permission to the Internship Coordinator at Colorado State University to release educational records concerning me in their possession to (name of Organization Supervisor) _____ at the Host Organization only as necessary to promote an effective working relationship between the Host Organization and the Department of Human Dimensions of Natural Resources at Colorado State University.

This release does not include medical or psychological records maintained by the University Health Service or Counseling Center.

I understand that the University cannot require me to sign this authorization and it has not done so. I am voluntarily authorizing the release of my records to:

(Name of Organization Supervisor) _____. The disclosure of this information from the student’s education record is made on the condition that the information will be used only for the purposes for which the disclosure is made (as described above) and will not be redisclosed without the student’s additional written consent. I understand that unless specified below this consent will expire 180 days from the date of signature, unless I revoke or amend it at an earlier date, in writing. I understand that I am free to do so at any time. Date Authorization expires (if different from 180 days):

_____ Dated this _____ day of _____,

201____. _____
(Student signature)