

## Wildlife, Fisheries & Aquaculture -- Internship Application

(revised 2025)

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 academic credit via *WFA 3000 - Internship*, secure the appropriate signatures in the order in which they are listed. After completing the course, **a maximum of 3 credit hours of professional elective credits will be applied toward degree requirements.**

### Student Information

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

### 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:

<b>Internship Requirements:</b>	<b>Grade contribution</b>
<ul style="list-style-type: none"> <li>• Minimum of 135 hours of internship activity, including:</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>	10%
<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>	60%
<ul style="list-style-type: none"> <li>• Public presentation <ul style="list-style-type: none"> <li>○ 5-minute public presentation summarizing internship activities</li> </ul> </li> </ul>	15%
<ul style="list-style-type: none"> <li>• Final report submitted to the WFA 3000 internship instructor which includes a summary of activities, accomplishments and academic and professional development outcomes.</li> </ul>	15%

**It is the student's responsibility to ensure that all course-related 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 request for WFA 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  
General Course Syllabus

Instructor: Leslie Burger

Contact information: Leslie.Burger@msstate.edu; Phone: 662.325.6686; TH 259

Office hours: by appointment

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

Class Schedule: There will be no regular meeting times for this class, therefore, there are no attendance requirements beyond that required for your presentation assignment (described later). The bulk of your education occurred during your internship activities. If you would like to meet to discuss any of the assignments, make an appointment to guarantee that we will be able to meet.

- 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:

Assignment	Due No Later than:
Journal of semester internship activities	TBA
Internship supervisor assessment report/ letter grade	TBA
Draft of Internship program presentation	TBA
Presentation of internship program	TBA
Final report of internship program	TBA

Methods of Evaluation:

Metrics	
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%