



Semester to Register: _____

Instructor of Record Assigned: _____

Writing Intensive Required: _____

WFSC 484: INTERNSHIP AGREEMENT

Field experience (internship, undergraduate research, and/or study abroad) is a requirement for all WFSC majors. To receive 3 credit hours for an internship, students must complete 136 hours of work experience relating to wildlife and/or fisheries. The internship must be approved by the WFSC Advising Office prior the internship start date. Completed and signed internship agreement forms must be submitted to the WFSC Advising Office by the following deadlines. Any forms submitted after the deadlines will not be processed.

- July 1 - Fall enrollment
- December 1 - Spring enrollment
- April 1 - Summer enrollment

Students will not be enrolled in WFSC 484 until an approved internship agreement is on file with the WFSC Advising Office. A WFSC advisor will enroll you in WFSC 484 (writing intensive if requested) for the requested semester. Students not taking any courses on campus and may be eligible to enroll in an "in absentia" WFSC 484 section, which requires payment of tuition only.

Student Information

Intern's Name _____ UIN _____

Intern's Address _____
Address City State Zip

Intern's Phone _____

Intern's Email _____

Taking WFSC 484 as writing intensive: Yes No

Classification: Freshman Sophomore Junior Senior

Select semester to be enrolled in WFSC 484:

- fall
- spring
- summer: select summer term
 - 10 week (all summer)
 - summer I
 - summer II



Employer Information

Company/Organization Name: _____

Name and title/position of the person representing the employer who will be directly responsible for advising, observing and evaluating the intern during employment as an intern:

Name: _____ Title: _____

Company/Organization Address _____
Address City State Zip

Phone: _____

Email: _____

Dates of Internship: Start _____ End _____

No. of work hours per week: _____ No. of weeks _____ Total hours _____

1. What are the student's responsibility during the internship?

2. What skills/experience should the student gain during the internship?

3. What is the nature of the employer's responsibility during the internship?



Student Responsibilities

1. Follow internship supervisor's instructions and complete all required duties
2. Conduct oneself in a professional and ethical manner
3. Complete all required assignments by given deadlines
4. Communicate frequently with WFSC 484 instructor of record regarding internship
5. Keeping a daily diary of experience (highly recommended)
6. Provide the internship supervisor with the *Supervisor Evaluation Form*

Instructor of Record Responsibilities

1. Provide feedback to student on assignments
2. Grade all required assignments

Supervisor/Employer Responsibilities

1. Provide guidance and assign internship duties
2. Complete the *Supervisor Evaluation Form*

Signature Agreement

Student _____ Date _____

Employer _____ Date _____

WFSC Academic Advisor _____ Date _____