Student Checklist

- **RIGHT NOW**: Start thinking about what aspect of the larger field of Fisheries interests you. Discuss these interests with your faculty advisor.

- **NEXT STEP**: Put together a resume, statement of interest, and cover letter.
  - Check out *The AFS Guide to Fisheries Employment*.
  - Make an appointment with the SFOS Internship Coordinator for proofreading and critique.
  - Review and approve resume and cover letter with your faculty advisor.

- **SIX MONTHS** prior to employment: begin applying for internships. Students are required to go through each employer’s application procedures.
  - [http://sfos.uaf.edu/jobs](http://sfos.uaf.edu/jobs) - The Alaska Fisheries & Marine Science Job Board
  - Explore employment opportunities at federal/state agencies, centers and hatcheries, industry, consulting firms, and native corporations.

- **JOB OFFER**: Discuss the internship requirements with your potential employer/internship mentor before accepting the job.
  1. Define the learning objectives and timeline of employment.
  2. Notify the SFOS Internship Coordinator.
  3. Enroll in FISH 290 or FISH 490 - **NOTE that you MUST have an approved and signed Student Internship Agreement before you will be allowed to enroll for internship credit**.
  4. Submit your signed Student Internship Agreement to the SFOS Internship Coordinator.
  5. Submit your pre-job resume to the SFOS Internship Coordinator.

- **ON THE JOB**: Keep track of learning objectives and constantly document and evaluate your experience. Be sure to check in with the SFOS Internship Coordinator and your faculty mentor every month.

- **MIDPOINT EVALUATION**: Schedule a time for the formal midpoint evaluation with your supervisor, and if possible, your faculty mentor.
  - If your employer already uses in-house evaluations, there is no need to use the UAF form.

- **FINAL EVALUATION**: Meet with supervisor, and if possible, faculty mentor, for exit interview.

- **JOB COMPLETION**: Write a one-page summary of your experience. Did the internship help you refine your career goals? In what way?
  - Submit your final paperwork: internship summary, updated resume which reflects your internship experience, and final evaluation.
  - Grading is Pass/Fail.
  - Consider giving a presentation at the SFOS Undergraduate Internship Symposium and the UAF Research Day.

**Questions?**
**Contact Dr. Trent Sutton**
**Phone: (907) 474-7285 • Email: tmsutton@alaska.edu**