NOTE to prospective students: This syllabus is intended to provide students who are considering taking this course an idea of what they will be learning. A more detailed syllabus will be available on the course site for enrolled students and may be more current than this sample syllabus.

INTERNERSHIP/EXPLORATORY

Syllabus FW 410 – 1 credit
Rebecca Goggans, Instructor
rebecca.goggans@oregonstate.edu

This course combines approximately 30 hours of instruction, online activities, and assignments for 1 credit.

Prerequisite: instructor approval required.

Student Learning Outcomes
- Discover current information about science or techniques for conservation/management of fish, wildlife or other natural resources
- Practice skills for professional development
- Gain confidence in professional communication
- Analyze and apply information related to academic goals

Introduction
FW 410 Exploratory Internship is a graded (A – F) class in a professional setting that introduces you to a scientific organization or association, the science and conservation efforts promoted by that organization or association, and scientists or practitioners in that professional community. The objective is to provide “real world” learning opportunities to support your academic and professional development.

Two tracks are offered:
1) Experiential Track is for students experiencing practical instruction within an organization.
2) Professional Conference Track applies to students attending an approved conference or workshop sponsored by a scientific association.

Basis for Grade Decision - EXPERIENTIAL TRACK

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percent of Grade*</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Agreement Form</td>
<td>20</td>
<td>Friday Week 1 or prior to starting internship</td>
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<tr>
<td>Elevator speech &amp; Questions</td>
<td>20</td>
<td>Friday Week 2 or prior to starting internship</td>
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<tr>
<td>Business Card</td>
<td>20</td>
<td>Friday Week 5 or prior to starting internship</td>
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<tr>
<td>Resume</td>
<td>20</td>
<td>Friday Week 10 or earlier</td>
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<tr>
<td>Final Report</td>
<td>20</td>
<td>Friday Week 10 or earlier</td>
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Basis for Grade Decision - PROFESSIONAL CONFERENCE TRACK

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<tr>
<th>Assignment</th>
<th>Percent of Grade*</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>Agreement Form</td>
<td>20</td>
<td>Friday Week 1 or prior to conference</td>
</tr>
</tbody>
</table>
Elevator speech & Questions  20  Friday Week 2 or prior to conference
Business Card  20  Friday Week 5 or prior to conference
Networking Email  20  Friday Week 10 or earlier
Final Report  20  Friday Week 10 or earlier

* Standard Percentage Scale
A = 92-100, A- = 90-92
B+ = 88-90, B = 82-88, B- = 80-82
C+ = 78-80, C = 72-78, C- = 70-72,
D+ = 68-70, D = 62-68, D- = 60-62
F<6

Assignments – Experiential Track
Training Agreement: Submit Form prior to starting your internship or by Friday Week 1 at 5pm (Pacific Time). This form must be completed by you and signed by your off-campus mentor. Be thoughtful about your learning objectives; these objectives can be helpful to your supervisor as well as you. I suggest you provide your supervisor with a copy of the Agreement.

Training Agreement - Experiential Track

Business Card Create a business card that can be handed out at the organization where you are interning and submit a scanned copy. The card should identify you as an OSU Fisheries and Wildlife Sciences student; a business card for a student typically includes at least your name, university affiliation and contact information printed on some form of card stock paper. Business cards can be mass produced by a print shop, online service or printed at home using business card software. See examples from other students: Business Card Samples

Photograph Submit 1 high-quality digital photograph in jpg format of you performing a task representative of your position that would indicate your capabilities to future employers. Typically, this will show you performing a key aspect of your position, be largely self-explanatory and of sufficient quality that you could share it professionally. Submission implies permission for use by OSU for educational purposes. Title file with Last name, First name, Internship Organization.

Resume Update your resume to include 1) the current internship in addition to past work and volunteer experience, especially as it relates to fisheries, wildlife or other natural resources (include a “bullet” list of duties and dates and duration for each paid and volunteer position), 2) educational status, 3) leadership activities, honors/scholarships, publications/presentations, professional and other memberships (clubs, committees, etc.) and 4) three professional references with their contact information. See Writing Effective FW Resumes for information on resume preparation specific to Fisheries and Wildlife students. Title file with Last name, First name, Resume.

Final Report Write a report that is least 2 pages with 5 components (~ 250 words per page). Title file with your Last name, First name, Final Report.
1) Describe the sponsoring organization and its mission, your reason for selecting this experience relative to your academic or professional development, the purpose of your position and the skills you practiced.
2) Describe how effectively you met the learning objectives on your Agreement Form.
3) Reflect on what you have learned about current science or techniques for conservation/management of fish, wildlife or other natural resources.
4) Identify two professionals that you interacted with (include name and position) and explain what you learned from them about being successful in fisheries or wildlife sciences.
5) Discuss the impacts of this experience on your academic and professional development.

Assignments – Professional Conference Track

Training Form Complete this Form and submit prior to attending the conference or Friday Week 1 at 5pm Pacific time. I will try to locate a conference mentor for each student but I generally wait to do this until a week or two before the conference; you may leave the mentor section blank if you do not have an assigned mentor prior to submission. Training Agreement - Professional Conference Business Card Create a business card that you can hand out at the conference and submit a scanned copy. The card should identify you as an OSU Fisheries and Wildlife Sciences student; a business card for a student typically includes at least your name, university affiliation and contact information printed on some form of card stock paper. Business cards can be mass produced by a print shop, online service or printed at home using business card software. See examples from other students: Business Card Samples

Elevator Speech & Networking Questions An ‘elevator speech’ is a 30-second blurb that summarizes who you are, what you do and why they should want to know you. It should be crafted to deliver important information and also to pique curiosity. A well-practiced, memory-ingrained elevator speech can give you the confidence to approach potential contacts. Get more information at How to create an elevator speech. Once you've created and delivered your speech, asking open-ended questions which require more than a yes or no response will allow the conversation to continue. You can find examples of questions at Networking Tips and Questions. We recommend you practice both using a video recording because it allows you to judge better how you sound to others.

When your speech is finalized and at least 3 key questions identified, add them to the spaces in Networking Tips and Questions and submit it for your assignment. Note that the Tips document can printed then folded to business card-size and slipped in your pocket for quick reference during the conference.

Networking Email Read Networking after a Conference and submit a copy of an email you sent to at least one person you met at the conference. I recommend you send networking emails to at least 3 people as well as connecting with them on LinkedIn.

Final Report Submit a report that is at least 2 pages with 5 components (~ 250 words per page). Title the file with your Last name, First name, Conference Report.
1) Describe the sponsoring association and its mission, the purpose and theme of the Conference and your reason for attending relative to your academic or professional development.
2) Examine how effectively you met the learning objectives on your Conference Agreement.
3) Identify two professionals that you interacted with (include name, position and employer) and explain what you learned from them about being successful in fisheries or wildlife sciences.
4) Reflect on what you have learned relative to professional networking.
5) Discuss the impacts of this meeting on your academic and professional development.

Diversity Statement:
The Department of Fisheries and Wildlife Sciences strives to create an affirming climate for all students including underrepresented and marginalized individuals and groups. Diversity encompasses differences in age, color, ethnicity, national origin, gender, physical or mental ability, religion, socioeconomic background, veteran status, sexual orientation, and marginalized groups. We believe diversity is the synergy, connection, acceptance, and mutual learning fostered by the interaction of different human characteristics.
Religious Holidays
Oregon State University strives to respect all religious practices. If you have religious holidays that conflict with any of the requirements of this class, please see me immediately so that we can make alternative arrangements.

Services to Students with Disabilities
Accommodations are collaborative efforts between students, faculty and Disability Access Services (DAS). Students with accommodations approved through DAS are responsible for contacting the faculty member in charge of the course prior to or during the first week of the term to discuss accommodations. Students who believe they are eligible for accommodations but who have not yet obtained approval through DAS should contact DAS immediately at 737-4098

Link to Student Conduct Code
http://oregonstate.edu/studentconduct/feature-stories/student-conduct-code (Links to an external site.)
http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_576/576_015.html (Links to an external site.)

TECHNICAL ASSISTANCE:
If you experience computer difficulties, need help downloading a browser or plug-in, assistance logging into the course, or if you experience any errors or problems while in your online course, contact the OSU Help Desk for assistance. You can call (541) 737-3474, email osuhelpdesk@oregonstate.edu or visit the OSU Computer Helpdesk online.

- COURSE DEMO
- GETTING STARTED

COURSE SITE LOGIN INFORMATION
Information on how to login to your course site can be found HERE.

REFUND POLICY INFORMATION
Please see the Ecampus website for policy information on refunds and late fees.