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.

INTENSIVE INTERNSHIP SYLLABUS
FW 410 – 3 credit
Rebecca Goggans, Instructor
rebecca.goggans@oregonstate.edu

This course combines approximately 90 hours of instruction, online activities, and assignments for 3 credits.

INTRODUCTION
FW 410 Intensive Internship is the final class in a series geared towards gaining skills and knowledge for career advancement in the field of fisheries and wildlife sciences. The goal is to learn about current issues related to conservation/management of fish, wildlife or other natural resources, meet professionals and peers, and gain confidence in professional communication. FW 410 encompasses all types of facilitated and experiential learning opportunities that are collaborative, including volunteer, internship, and part- or full-time paid positions with emphasis on development of knowledge, skills and abilities in a professional setting; emphasis is on learning in non-academic settings.

Student Learning Outcomes
- Learn and practice professional-level skills that improve future employment prospects
- Identify knowledge, skills and abilities gained and reflect on how these can advance your career
- Identify the next “step/position” in your career path and prepare for it
- Reflect on your professional growth and take one action to strengthen it

Prerequisite
Instructor-approved Training Agreement required prior to registering for FW410 Intensive Internship. Training Agreement

ASSIGNMENTS
Training Agreement is due prior to registering for FW410. Complete the Training Agreement including KSAs and information about the Organization and Supervisor and submit to the Internship Coordinator for approval to register for FW410 Intensive Internship. Training Agreement must be signed by your off-campus supervisor and submitted prior to starting the intensive internship. The Agreement allows you to identify new Knowledge, Skills or Abilities (KSAs) you want to gain during this internship. KSAs are important because they are the foundation of your resume and cover letter.

What are KSAs?
- Knowledge is what you know or an area of job expertise. It is the accumulated information a person learns through experience and education. It can be real-world experience to what we are taught formally in a classroom setting.
- Skills are what you can do or are needed to execute a job. Skills can be tangible (imitate spotted owls or navigate at night by compass) or intangible (communication or leadership).
Abilities are who you are. It is the capacity to mentally or physically perform the job duties at present. Abilities refer to a person's capacity to do something and the degree of excellence with which they can do it. Just because a person can do a lot of work does not mean they can do it well. Abilities are different from aptitudes. Aptitudes are only the potential for performing the activity. Knowledge and skills are trainable; ability is not necessarily trainable.

Training Agreement

Photograph is due Week 5. Submit 1 photograph, in jpg format saved by your Last Name, of you performing tasks representative of your position that would assure future employers that you have at least one valuable KSA. Typically, this will show you performing a key aspect of your position, be largely self-explanatory and of sufficient quality that you could add it to your LinkedIn Profile. Submission implies permission for use by OSU for educational purposes.

LinkedIn link is due Week 5. Submit a link to your LinkedIn profile that shows your connection to your current internship organization or provide evidence of some other action you will take before your internship ends that will increase your marketability. LinkedIn is one of the best ways to increase your network; we strongly encourage you to create or improve your profile. Your profile is your LinkedIn page that describes your career history, education, interests, and other related content you may want to publish. By creating or improving your LinkedIn profile while you are an intern you can create long-term LinkedIn connections via your Internship Organization. If you do not have a LinkedIn profile, Google "how to build a LinkedIn profile" to get tips and let me know if you would like additional help. If you build a complete profile, your LinkedIn page will come up first when a potential employer 'googles' you.

LinkedIn for Students
Tips on Using LinkedIn for FW Students.pdf

If you are not ready to market yourself through LinkedIn, you can still improve your marketability by developing new resume-worthy credentials that showcase you as a potential employee who "stands out from the crowd" or by expanding your network so that more people know what you can do. Select at least one strategic and proactive action over the next month that will gain you more credentials or bring you into contact with more professionals in your area of professional interest. Here are some ideas; this list is merely to stimulate you to explore ways to increase your success.

- Find a mentor who is willing to offer a career guidance and support on regular basis so you can document it on your resume. Mentors not only offer guidance but also have a network that they can help you access. Select a mentor carefully to specifically meet your current development goals. You may want to ask someone in your internship organization.
- Ask to join a committee in a professional society or a team at work. Committees and teams are a great way to network and to improve skills. Choose a committee/team that will challenge you intellectually, emotionally, skill-wise and excel in your efforts with the team or committee.
- Cross-train. Volunteer with another program in your internship organization or volunteer with another similar organization. Learn skills that are out of your primary area of interest. If you have worked in wildlife, volunteer on a fish project. If you are most interested in mammals, get some experience in birds.
- Increase your knowledge base. Attend workshops offered by your internship organization or other professional organizations, even if doesn’t “exactly fit” your interest area. Many state chapters of professional societies and other organizations offer local workshops. Initiate a local research project.
- Show leadership. Take the lead on a project in your internship organization. Attend a leadership workshop. Lead a team at work or chair a committee for a local club or service organization. Organize a community service event. Take a lead role on a volunteer project.
- Show your communication skills. Give a presentation to a local conservation organization or school group about the internship work you are doing. Develop a poster about your internship
organizations accomplishments while you were there. Join a local Toastmasters. Write an article for a local newsletter. Develop a blog.

- Become technologically savvy. Learn to use a GPS. Take a GIS class. Participate in a drone workshop. Develop an interactive website.
- Volunteer, even if you are already volunteering. Offer to take on an extra project at your internship organization or at another non-profit conservation, service or other relevant organizations such as Audubon Society, Ducks Unlimited, Friends of USFWS XXX Refuge, Nature Center, Watershed Council.....
- Develop a professionally relevant hobby to the level that you compete or teach.
- Participate in the global environment. Learn a language. Volunteer abroad. Develop a relationship with an international professional through LinkedIn.

**Knowledge, Skills and Abilities (KSAs)** are due Week 10. Your KSAs are important to identify because your resume and cover letter are written from them. In general, your resume shows your skills while your cover letter shows your knowledge and abilities.

Develop 3 lists in bullet format of the KSAs you used in this internship:

1) Knowledge
2) Skills
3) Abilities

Knowledge is what you know - areas of specific expertise or information.
Skills are what you can do - observable competencies to perform learned acts to execute a job.
Abilities are who you are or the capacity to mentally or physically perform the job duties at present.
Knowledge and skills are trainable; ability is not necessarily trainable.

[What are KSAs?](#)

**Resume** is due Week 10. Identify the next job that you want and prepare a resume that includes the current internship and highlights your skills that specifically apply to the next position. The next position should be identified as an “objective” or web link on your resume and should be an available position that you have seen advertised in the past or expect to see advertised in the future. Tailoring your resume specifically to this job will require you to use words directly from the announcement, to use tactical words for search engine optimization and to include skills that mirror the assets they are seeking in an employee.

[Resume Writing for FW Students](#)
[Resume Building Workshop Handout & Resume Building Workshop Presentation](#)
[Common synonyms for resumes (Univ. CO)](#)

**Cover Letter** is due Week 10. Prepare a cover letter that complements your resume using the job identified for your resume assignment and showing evidence of your key abilities that apply to the position. Address your cover letter to a specific person and identify the position in the first paragraph. Allow your personality to come through and tailor your cover letter to the position by explaining exactly why you want to work for them and why in that position.

[Why & How to Write a Cover Letter.pdf](#)
[OSU Career Service Cover Letter Sample.pdf](#)
[Cover Letter Tips (Video)](#)

**Evaluation Form** is due Week 10. Give the Evaluation Form to your supervisor, by Week 9, to evaluate your work, leadership, communication, problem-solving and critical-thinking skills, as well as your overall level of participation and performance in completing internship duties. You may submit the form in Canvas or have your supervisor email it to me: rebecca.goggans@oregonstate.edu. You will not be penalized if your supervisor does not return the form in a timely manner however your grade will be Incomplete until this is submitted.
**Evaluation Form**

**BASIS FOR GRADE DECISION**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percent of Grade</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Agreement</td>
<td>15</td>
<td>Friday Week 1 or prior to starting</td>
</tr>
<tr>
<td>Photograph</td>
<td>15</td>
<td>Friday Week 5</td>
</tr>
<tr>
<td>LinkedIn or Other</td>
<td>15</td>
<td>Friday Week 5</td>
</tr>
<tr>
<td>KSAs</td>
<td>15</td>
<td>Friday Week 10</td>
</tr>
<tr>
<td>Cover Letter</td>
<td>15</td>
<td>Friday Week 10</td>
</tr>
<tr>
<td>Resume</td>
<td>15</td>
<td>Friday Week 10</td>
</tr>
<tr>
<td>Evaluation Form</td>
<td>10</td>
<td>Friday Week 10</td>
</tr>
</tbody>
</table>

* Standard Percentage Scale for Grading
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<60

**POLICIES**

**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 course, 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**
Student Conduct and Community Standards
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 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.