

Advising Office Only:  
Semester to Register: \_\_\_\_\_

Instructor of Record Assigned: \_\_\_\_\_

Writing Intensive Required: \_\_\_\_\_

**DEPARTMENT OF WILDLIFE AND FISHERIES SCIENCES  
TEXAS A&M UNIVERSITY  
WFSC 484 INTERNSHIP AGREEMENT**

Three credit hours of Field Experience (an internship) is a requirement for all degree options and is highly recommended. By completing an internship, students have the opportunity to use the skills they have learned in a real world environment. Not only are they applying the knowledge they have attained throughout their academic career, but they are gaining job experience including networking and “people skills.”

In order for students to receive three credit hours for the internship, students will need to complete 136 work hours in an experience relating to wildlife or fisheries. The internship will need to be approved by the WFSC Advising Office prior the start date. Internship agreement forms are recommended to be turned into the WFSC Advising Office by the following deadlines. Any forms submitted after the deadlines are not guaranteed to be processed.

- August 1 for Fall Internships
- December 1 for Spring Internships
- May 1 for Summer Internships

All students must have an approved internship agreement on file BEFORE you will be registered for the class. Registration will be processed by the WFSC Advising Office. Internships away from the main campus may register "in absentia" which requires payment of tuition only. If you have any questions please contact an advisor at 845-5708 or [wfscstudentservices@exchange.tamu.edu](mailto:wfscstudentservices@exchange.tamu.edu).

A grade will not be assigned until the internship is completed and all assignments are reviewed and approved by the instructor of record. In order to receive a grade for the semester in which the internship was taken you must turn in all required assignments by the deadlines provided in the WFSC 484 Requirements handout. If work is turned in after that date you will receive an incomplete (I) for the course and a grade will be assigned after the work has been graded.

Intern's Name \_\_\_\_\_ UIN \_\_\_\_\_

Intern's Address During Internship \_\_\_\_\_  
Address City State Zip

Intern's Phone Number During Internship \_\_\_\_\_

Intern's Cell Phone Number \_\_\_\_\_

Intern's Email Address During Internship \_\_\_\_\_

Classification: \_\_\_\_\_ Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Graduate

Do you wish to receive one of your writing intensive credits with this course?

Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Employer of Intern: \_\_\_\_\_

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: \_\_\_\_\_

Address of Employer of Intern \_\_\_\_\_  
Address City State Zip

Phone Number of Employer of Intern: \_\_\_\_\_

Email Address of Employer of Intern \_\_\_\_\_

Dates of Internship: From \_\_\_\_\_ to \_\_\_\_\_ No. Work Hours/Week: \_\_\_\_\_

What are the student's responsibility during the proposed internship?

What skills or experience will the student hope to gain during this internship?

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

Student Responsibilities:

1. Follow instructions from the internship supervisor and complete required duties of the internship.
2. Uphold themselves in a professional and ethical manner
3. Complete all required assignments by the deadlines listed on the WFSC 484 Requirements handout.
4. Communicate with the instructor of record assigned to the internship experience.
5. Keeping a daily diary of his/her experiences (Recommended)
6. Provide the Supervisor with the Supervisor Evaluation Form.

Instructor of Record Responsibilities:

1. Provide feedback to the student on any and all assignments.
2. Review and grade all required assignments from the WFSC 484 Requirements handout using the WFSC 484 Rubric.
3. Assigning the final grade.

Supervisor/Employer Responsibilities:

1. During the internship, provide guidance and assign duties for the student.
2. Complete the Supervisor Evaluation Form provided by the student.

Signature Agreement:

- a. Student: \_\_\_\_\_ Date: \_\_\_\_\_
- b. Employer's Representative: \_\_\_\_\_ Date: \_\_\_\_\_
- c. WFSC Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

If Applicable:

Is this experience at least 136 working hours? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, how many hours will be completed? Number of Work Hours: \_\_\_\_\_

Credit Hours Approved: \_\_\_\_\_ (If less than 136 hour minimum)

Will this student be registered for summer? Yes \_\_\_\_\_ No \_\_\_\_\_

If internship is for all summer, the 10-week session is preferred.

\_\_\_\_\_ 1SS    \_\_\_\_\_ 2SS  
\_\_\_\_\_ 10-week (all summer)  
\_\_\_\_\_ Spring    \_\_\_\_\_ Fall