



The Experiential Learning Program at CFOS

Student Checklist

Faculty Experiential Learning Mentor: Jessica Glass (jrglass@alaska.edu)

CFOS Experiential Learning Coordinator: Brian Crandall (bdcrandall@alaska.edu)

- **RIGHT NOW:** Start thinking about what aspect of the larger field of Fisheries and Marine Science is of interest to you. Discuss these interests with your advisor, the experiential learning Faculty Mentor (Jessica Glass), and/or CFOS Experiential Learning Coordinator (Brian Crandall).
- **NEXT STEP:** Put together a resume, statement of interest, and cover letter
 - Check your student email and the [UAF CFOS experiential learning site](#) for posted internship possibilities.
 - Explore employment opportunities at federal/state agencies, centers and hatcheries, industry, consulting firms, non-profits, and native corporations.
 - Make an appointment with the CFOS Experiential Learning Coordinator or [UAF Career Services](#) to proofread and critique your resume, cover letter, and statement of interest (make sure you have a completed draft before making an appointment).
 - Review and approve resume and cover letter with advisor.
- **SIX MONTHS PRIOR:**
 - Begin applying for experiential learning opportunities. Students are required to go through each employer's application procedures.
- **JOB OFFER:** Discuss the experiential learning requirements with your potential employer/experiential learning mentor before accepting the job.
 - Define the learning objectives and timeline of employment.
 - Notify both the CFOS Experiential Learning Coordinator and Faculty Mentor
 - Submit your [Student Experiential Learning Agreement via NextGen](#).
 - Submit your pre-job resume to the CFOS Experiential Learning Coordinator and/or Faculty Mentor
 - Enroll in FISH F490 - **NOTE YOU MUST HAVE AN APPROVED AND SIGNED STUDENT EXPERIENTIAL LEARNING AGREEMENT BEFORE YOU WILL BE ALLOWED TO ENROLL FOR FISH F490/F497 CREDIT(S).**
- **ON THE JOB:** Keep track of learning objectives and constantly document and evaluate your experience. Be sure to check in with the CFOS Experiential Learning Coordinator and your mentor every month.
- **MIDPOINT EVALUATION:** Schedule a time for the formal midpoint evaluation with your supervisor, and if possible, your Faculty Mentor.
 - If your employee already uses an in-house evaluation, there is no need to use the UAF/CFOS form. Make sure that a copy of the evaluation is submitted.
- **FINAL EVALUATION:** Meet with your supervisor, and if possible, the CFOS Experiential Learning Coordinator, for an exit interview.
- **JOB COMPLETION:** Write a one-page summary of your experience, Did the Experiential Learning Agreement help you refine your career goals? In what way?
 - Submit your final paperwork: experiential learning summary, an updated resume that reflects your experience, and a final evaluation
 - Schedule your presentation with the CFOS Experiential Coordinator and/or Faculty Mentor
 - Once the presentation is complete, the Faculty Mentor will issue your grade for FISH F490.

Questions?

Contact Faculty Mentor: Dr. Jessica Glass (jrglass@alaska.edu)
or
Experiential Learning Coordinator: Brian Crandall (bdcrandall@alaska.edu)



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