

RWFM/WFSC Internship Application

Updated July 2023

**NOTE THIS IS A PREVIEW OF THE QUESTIONS YOU WILL NEED TO ANSWER IN THE ONLINE FORM.
YOU CANNOT TURN IN THIS DOCUMENT.
YOU MUST COMPLETE THE ONLINE FORM TO APPLY TO ENROLL IN THE INTERNSHIP COURSE.**

<http://tx.ag/rwfminterns>

Instructions

Please complete the following Online Internship Application, which will be routed to your internship supervisor for verification of job duties. This application must be approved by the RWFM Academic Programs Office prior to the internship start date to receive course credit. Completed internship forms must be submitted by the following deadlines:

August 1 - Fall enrollment

December 1 - Spring enrollment

May 1 - Summer 10-week enrollment

Student Intern Information

- 1) First Name
- 2) Last Name
- 3) U.I.N.
- 4) TAMU Email
- 5) Cell Phone Number
- 6) Classification (U1-Freshman, U2-Sophomore, U3-Junior, U4-Senior)
- 7) Select the semester to be enrolled in RWFM 484.
 - a. Fall
 - b. Spring
 - c. Summer 10-week
- 8) Select the year for enrollment.
- 9) Will you be completing this internship in *absentia*? Yes/No
 - a. If your internship will be conducted outside of Bryan/College Station and you will not be on campus, you may wish to consider registering for the *in absentia* section of POLS 484. By doing so, certain fees **could** be removed from your tuition statement. However, this also means you would not have access to certain University resources such as, but not limited to, the Student Rec Center and the Student Health Services Center in the semester you are registered as an *in absentia* student.
- 10) What is your current major?
 - a. If RWFM, (Note: Internships must pertain to the RWFM major and your specific track. To receive 1 credit hour for a professional internship, students must complete 90 hours of work experience relating to the RWFM major regardless of track. Summary: 90 intern working hours = 1 credit hour; Some students will surpass 90 working hours, which is fine.)
 - i. Which RWFM track are you currently enrolled in?
 1. Rangeland Management Track
 2. Wildlife Management Track
 3. Aquaculture and Fisheries Management Track
 4. Natural Resources Management and Policy

- b. If WFSC, (Note: Internships must pertain to the WFSC major. To receive 3 credit hours for a professional internship, students must complete 136 hours of work experience relating to the WFSC major [e.g., renewable natural resources, wildlife ecology and conservation, vertebrate zoology, and fisheries, aquaculture, and aquatic sciences, etc.]. Summary: 45 intern working hours = 1 credit hour | 136 intern working hours = 3 credit hours
 **Most all WFSC majors must complete 136 intern working hours for 3 credit hours)
- i. Will your internship credit be writing-intensive? Yes / No
 - ii. How many credit hours do you need? (Note: Per your degree requirements, most WFSC students need 3 credit hours [WFSC 484] to graduate. This means you would need to complete a total of 136 intern hours to complete the internship course. 45 intern hours = 1 credit hour | 136 intern working hours = 3 credits)
 1. 1 credit hour
 2. 2 credit hours
 3. 3 credit hours

Employer Information

- 1) Company/Organization you are interning with.
 - a. Organization Name
 - b. Address 1 (Street)
 - c. Address 1 (City, State)
 - d. Address 2 (Street)
 - i. Note: Complete this item if you will physically be housed in a different location compared to primary headquarters of the organization noted above.
 - e. Address 2 (City, State)
 - i. Note: Complete this item if you will physically be housed in a different location compared to primary headquarters of the organization noted above.
- 2) Supervisor

Note: The Intern Supervisor is the person representing the employer who will be directly responsible for advising, observing, and evaluating the intern. The internship supervisor should not be related to the intern. The intern supervisor will be contacted to verify the job duties you state below are correct. The student intern will not be enrolled in the internship until the intern supervisor provides verification. Please know that sometimes intern supervisors change over the course of your experience. Please communicate with the internship program coordinator if that occurs.

 - a. First & Last Name
 - b. Title
 - c. Email (Please check for accuracy as this email will be used to communicate with your supervisor.)
 - d. Phone

Internship Job Duties & Specifics

Please complete this section as accurately as possible. Please write professionally, free of grammatical errors, brief complete sentences, and bullets where possible. This form will be shared with your site supervisor. As a future employee you want to ensure that you are professional and can communicate well.

- 1) Anticipated Internship Start Date
 - a. If your internship start date has passed, you will be asked to complete a new internship for credit. Past internships will not be accepted for credit.
- 2) Anticipated Internship End Date
- 3) Total Number of "Internship Working Hours"
 - a. Note: You must complete the minimum number of working hours noted above, in order to receive credit.
- 4) What is the status of your internship?
 - a. I have accepted this internship.
 - b. I have not been offered the internship. I am waiting for a response from the internship coordinator.
- 5) DUTIES: List your internship responsibilities/job duties in bulleted/list form.

- 6) SKILLS: List the skills you hope to learn and experiences you hope to gain during the internship. (Consider [NACE Career Readiness Competencies](#))
 - a. *Note: This will be helpful to share with your site supervisor.*
- 7) MAJOR: How does this internship relate to your major? (Reference: [RWFM website](#))
- 8) UPLOAD: If your intern provider has a pdf/Word job description, please upload a copy. (optional)
- 9) Is your internship paid hourly or are you receiving a stipend? Does your provider offer housing or a housing stipend?
 - a. *Note: Paid or unpaid internships will receive internship course credit. We are gathering this information as an office to better understand the experience of our students.*

Questions and Comments

This space is provided to note any questions or comments you have about this process or your internship experience. Please list any questions or comments below. We will do our best to respond to these items.

Acknowledgement

Complete the application by acknowledging the statements below:

- ACCURACY: I acknowledge that the above information is accurate, and I will complete the total internship hours while conducting the internship duties described on this form with supervision of my site supervisor. Yes/No
- ENROLLMENT: I acknowledge that I have been informed that I am requesting to be enrolled in the total internship hours for the stated semester noted in this application. I understand that if I Q-drop or withdraw for any reason, I will be required to enroll in a later semester for credit, even if I have completed the work in the agreed upon semester. Yes/No
- TERMS: I acknowledge that I have completed the Terms of Use, Location Update, and Lab Safety Acknowledgement for the term I am requesting to be registered. Yes/No
- SUPERVISOR: I acknowledge that I am aware that my completed application will be sent to my site supervisor for verification of completeness and accuracy. Yes/No