



MISSISSIPPI DEPARTMENT OF WILDLIFE, FISHERIES, & PARKS

Internship Program Description

ABOUT MDWFP:

The mission of the Mississippi Department of Wildlife, Fisheries, and Parks (MDWFP) is to conserve and enhance Mississippi's wildlife, fisheries, and parks, provide quality outdoor recreation, and engage the public in natural resource conservation. The Agency structure encompasses multiple bureaus: Conservation Educational Programs, Fisheries, Law Enforcement, Mississippi Museum of Natural Science (MMNS), State Parks, Support Services, and Wildlife. The MDWFP manages its headquarters, regional offices, the science museum, state fishing lakes, fish hatcheries, state parks, wildlife management areas, and shooting ranges.

CHARACTERISTICS OF WORK:

This work is performed by college or university students participating in the Department of Wildlife, Fisheries, and Parks' Internship Program. Interns may perform a variety of duties designed to provide skills and experience relevant to careers within the Agency. Technical assignments are matched to the student's major or minor and involve tasks that develop the practical skills needed to work effectively within the agency. Bureau advisors assign projects, provide preliminary instructions, and review work accomplishments. Interns are expected to work either part-time or full-time for a limited duration with hours approved by their bureau advisor.

MINIMUM REQUIREMENTS:

Applicants are required to be a student in good standing at an accredited college or university and have completed the equivalent of forty-eight (48) undergraduate or graduate semester hours in courses directly related to Wildlife Biology, Fisheries Biology, Law Enforcement, Conservation Education, Parks and Recreation, Support Services, and/or Museum studies. Applicants must have a cumulative grade point average of 2.50 and provide a favorable recommendation from a reference.

COMPENSATION:

Interns will receive a bi-weekly salary of \$15.00/hour for the duration of the internship. Interns will not accrue personal and/or major medical leave, paid holidays, participate in the state retirement system or group health plans. Students are encouraged to pursue college or university credit hours for participating in the internship; however, it is the student's full responsibility to apply for credit hours through their school and ensure that all requirements are fulfilled. While housing is not provided, the agency will make every effort to accommodate location preferences based on availability.

ADDITIONAL DOCUMENTATION:

To apply for an internship, please complete the application below.

Completed applications should be submitted to internships@wfp.ms.gov and include the following:

- **Resume:** Include work experience and extracurricular activities.
- **Letter of Intent:** A statement (*Maximum 500 words*) that includes your major or minor subject of study, interest in the internship program, bureau(s) of interest, and a brief description of your future career goals.
- **Letter of Recommendation:** One favorable letter from a reference.
- **Academic Transcript:** A copy of your current academic transcript.



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Internship Program Application

Personal Information:

Full Name: _____

Email Address: _____

Permanent Address: _____

College/University: _____ Completed Semester Hours: _____

Major/Minor: _____ GPA: _____

How frequently do you engage with an MDWFP employee? (biologist or conservation officer)

____ Never ____ Rarely ____ Occasionally ____ Often ____ Very Frequently

What is your overall understanding of MDWFP's mission and purpose?

____ Minimal ____ Basic ____ Intermediate ____ Advanced ____ Expert

Name and Title of Reference for Letter of Recommendation: _____

Will you receive academic credit from your school if you participate in the program? ____ Yes ____ No

Have you applied for the MDWFP program previously? ____ Yes, and selected ____ Yes, not selected ____ No

How did you hear about the program? ____ Academic Advisor ____ Career Fair ____ Handshake

____ Job Board ____ MDWFP Website ____ Social Media ____ Other: _____

Application Term:

____ Spring (Due by November 1st) ____ Summer (Due by March 15th) ____ Fall (Due by May 1st)

Bureau(s) of Interest:

____ Conservation Education/Law Enforcement (21 yrs or older)

____ Fisheries Biologist

____ Museum (Education, Research, Heritage, Exhibits)

____ Parks and Recreation

____ Support Services (Accounting, IT, License, etc.)

____ Wildlife Biologist

Regional Location:

____ Central ____ Coast ____ Delta ____ East Central

____ Northeast ____ Northwest ____ Southeast ____ Southwest

Applicant Signature: _____ **Date:** _____