

COLLEGE OF AGRICULTURE
INTERNSHIP
and
COOPERATIVE WORK EXPERIENCE
PROGRAM HANDBOOK

ARKANSAS STATE UNIVERSITY
JONESBORO, ARKANSAS

Dr. Gregory Phillips, Dean

Developed by the

COA INTERNSHIP COMMITTEE

David Agnew, Chairman

Bert Greenwalt

Donald Kennedy

Bill Baker

Special Thanks to Joy Holmes for Her Editorial Review of the Handbook

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COLLEGE OF AGRICULTURE

POLICY GUIDELINES FOR INTERNSHIPS

All internships must:

1. Reflect experiences related to the individual's program of study and career goals.
2. State the competencies and goals to be gained in the internship agreement and the experiences which will achieve those goals.
3. Be supervised by an ASU College of Agriculture faculty member and by an employer representative on-site.
4. Consist of experiences that have not, nor cannot be gained in courses at ASU, but would support the knowledge gained through courses.
5. Not include activities which would be considered non-professional, entry level, repetitive tasks/busy work, or grunt work.
6. Have a reasonable rate of pay, if the internship is a paid one, since the intern is providing services and is seeking real-life experiences.
7. Set the expectation that this is a professional experience and the intern is to fulfill his/her work obligation as a professional. This would include appropriate dress, a good work ethic, mutual respect between employer and intern, and a realization by the intern and employer that this is a learning experience.

The internship agreement should be established with input from the student, employer, and faculty advisor/supervisor. The faculty supervisor should be knowledgeable in the area of the internship.

A student is eligible to participate in the Internship Program if he/she meets the following criteria:

1. Has completed the freshman year (30 hours).
2. Possesses and maintains a 2.5 minimum cumulative GPA
(Students with a GPA less than 2.5 may submit a request making a case for

waiving the GPA deficiency).

3. Obtains approval from his/her advisor, Internships Committee and the Dean of the College of Agriculture.
4. Is employable (i.e. demonstrates good work ethic, holds a valid work permit if not a U.S. citizen).
5. Has completed one full-time semester (12 credit hours) at ASU, if a transfer student and all other eligibility requirements are met.
6. Develops an internship agreement which all parties can agree upon, using the appropriate form that reflects the standards of the College of Agriculture.

All “for-credit” internship experiences must be approved by the Internship Committee, faculty advisor, and the dean or his designate. The content of the internship agreement form and application form will be used by the committee to make their determination. If the internship is not approved, recommendations will be provided to make the internship approvable. If not approvable, the student may continue in the internship, but will not receive credit.

To accommodate the needs of the employer or student, a student may begin the internship experience before registration, if the internship is approved by all those involved (his/her advisor, Internships Committee, and the Dean of the College of Agriculture). No after-the-fact credit will be permitted. Students who have had experiences which might qualify as an internship may not register for internship credit after the fact. The reasoning is that no supervision was provided and the internship agreement was not available to document the development of competencies or skills.

Interns may enroll in additional hours of coursework for credit at ASU while involved in an internship (see Figure 1). Enrollment at other institutions for credit toward a degree must be approved by the committee. This may be requested at the time of application for internship credit or it may be requested later by a letter to the committee.

Students are strongly discouraged from engaging in any type of employment or work experience during the time of the internship, as this would detract from the internship experience.

Each student must have a faculty supervisor. The responsibilities of the supervisor are to:

1. Represent the University and act as mediator for the employer and the student.
2. Help establish the internship agreement with special emphasis placed on the educational objectives.
3. Make sure that all appropriate University and internship procedures are followed and that all forms and reports are completed on time and kept on file.

4. Supervise the intern and employer on-site and by phone and evaluate the intern. (The visit would be expected of all internships except in rare occasions when the distance is too great to travel)
5. Assign a grade. A letter grade system (A-F) will be used. The instructor has responsibility to evaluate all work and the final say in assigning grades.
6. The final report will be presented during an on-campus de-briefing with the intern, the faculty advisor or on-campus internship supervisor, and one or more members of the Internship Committee. The official supervisor of the internship is required to make sure that this happens. The on-site supervisor and company official(s) may be invited to attend.

Prior to the end of the internship, the student will discuss the internship experience with the on-site supervisor. The student should expect to gain feedback from the on-site supervisor that will help the student complete the documentation of the internship experience. A technical report of 6 to 12 pages will be prepared by the intern, to be presented to the employer and the faculty supervisor at the end of the internship. This should be done on a word processor and should be professional in content and form to meet the standards of the company and University. If the technical report does not meet the standards of employer or faculty advisor, the intern may be given an opportunity to improve the report. The report will account for 60% of the grade.

Usually 5-10 minutes will be allowed for the intern to give a summary of the technical report, and 15 minutes for the faculty advisor to ask substantial questions stemming from bi-weekly activity reports and the technical report. In circumstances in which the distance is too great for the supervisor to visit, the report may be given both on-site with the employer and at the University upon return of the intern. An explanation of how the report is to be conducted will be provided to the intern.

The COA will post all internship announcements on the Internship Bulletin Board in the Agriculture Building. Employers may establish contact with the Career Planning and Placement to have them set-up the interview or they may have the COA establish the interview process on-site in the COA. Faculty should not encourage a student to sign up for the interview or apply for an internship if he/she does not meet the criteria established by the employer or the University for having an internship.

Students **must** register for and pay tuition for any internship in which credit is sought. All other internships are the responsibility of the student, as per discussions with his/her advisor. Competencies or objectives may not be included in internships if the student has already gained those competencies from some other life or work experiences. Since the intern is providing services, he/she should be paid at a reasonable rate for the work that he/she performs. Non-paid internships will be considered in some situations.

Students may earn up to a maximum of six hours of internship credit. However, students are

strongly discouraged from attempting more than four in any one semester. The number of credit hours is based on the number of hours worked and the number of competencies to be gained. The model outlined in Figure 1 will be used to determine the number of credit hours.

FIGURE 1 Requirements Per Credit Hour

HOURS CREDIT EARNED	WORK HOURS REQUIRED ON-SITE	OBJECTIVES REQUIRED	TOTAL CREDIT HOUR LOAD *
1 hour	50-150	4	15
2 hours	151-300	8	14
3 hours	301-450	12	12
4 hours	451-600	14	6
5 hours	601-750	16	6
6 hours	751 and above	18	3

*Load does not include internship in total credit hour load. Add the hour on left column to equal total number of hours allowed each semester.

A student can work more hours than required to earn more money and gain more experience. Students may apply or seek internship experiences any time of the year. The starting and ending dates of the internship will be determined by the employer and student. Students may have more than one internship experience. However, the second experience must not duplicate previous experiences. The total number of credit hours counted toward a major is limited to six. The hours will count only for agriculture electives and cannot replace required courses. The most credit a student should request for a one semester internship is four hours (three in the summer). Any request above four hours will be considered on a case by case basis by the committee. The maximum number of hours of internship credit that may count toward a degree will be determined by the faculty in the major. For example, Agricultural Education may decide that three hours may be all that can be counted toward graduation credit. However, students may request and enroll in more hours than allowed by a major if approved by advisor. This might happen for purposes of validating the experience on a transcript for potential employers who value the experience. If a student planned to work two semesters, a maximum of 6 hours credit could be received.

Internships are usually initiated by the student. A student may have an interest in a given area, yet there is no announced internship or position opening. The student might then locate a source of the desired experiences and then visit with employers to try to develop the internship opportunity.

STANDARDS OF EXCELLENCE FOR INTERNSHIPS AND COOPERATIVE WORK EXPERIENCES

**College of Agriculture
Arkansas State University**

TO BE CONSIDERED A QUALITY INTERNSHIP OR COOPERATIVE WORK EXPERIENCE, IT MUST:

1. reflect experiences related to the individual's program of study and career goals.
2. state the competencies and goals to be gained in the internship agreement and the experiences which will achieve those goals.
3. be supervised by an ASU College of Agriculture faculty member and by an employer representative on-site.
4. consist of experiences that have not, nor cannot be gained in courses at ASU, but would support the knowledge gained through courses.
5. not include activities which would be considered non-professional, entry level, repetitive tasks/busy work, or grunt work.
6. include a reasonable rate of pay for the work, since the intern is providing services and is seeking real-life experiences.
7. set the expectation that this is a professional experience and the intern is to fulfill his/her work obligation as a professional. This would include appropriate dress, a good work ethic, mutual respect between employer and intern, and a realization by the intern and employer that this is a learning experience.

The internship agreement sets the standard for the internship.

STUDENT INFORMATION

INTERNSHIPS AND COOPERATIVE WORK PROGRAMS THROUGH THE ASU COLLEGE OF AGRICULTURE

The purpose of the Internship Program is to provide students with the opportunity to obtain worthwhile educational experiences that cannot normally be acquired at the University. Interns benefit from the opportunity to apply their classroom knowledge immediately to the practical "laboratory" of current business practices and techniques. Academic faculty and employers and public agencies work together with the interns to enhance the connection between classroom theory and real-world practice.

The internship allows the student to work for an employer without a commitment to full-time employment following graduation. Students who participate in the Internship Program normally work for one semester (14-16 weeks).

STUDENT ELIGIBILITY

A student is eligible to participate in the Internship Program if he/she meets the following criteria:

1. Has completed the freshman year (30 hours).
2. Possesses and maintains a 2.5 minimum cumulative G.P.A.
3. Obtains approval from the Internships Committee, faculty advisor and the Dean of College of Agriculture.
4. Is employable (i.e. possess good work ethic, holds a valid work permit if not a U.S. citizen, etc.).
5. Has completed one full-time semester (12 hours) at ASU if a transfer student and all other eligibility requirements are met.
6. Develops an internship agreement which all parties can agree upon, using the appropriate form that reflects the standards of the College of Agriculture.

COMPENSATION

Compensation for the Internship employment periods vary according to the employer, the type of work, and the skills and techniques required for the job.

BENEFITS TO YOU, THE STUDENT

An internship is a supervised, on-the-job, learning experience. It is an opportunity for YOU to learn more about career opportunities in the agricultural sciences or agribusiness and gain real-life experiences which are of benefit to you. During a field assignment you will:

- Integrate classroom theory with practical experience.
- Examine the structure and functions of a firm, organization, or agency.
- Partially meet education expenses through the salary received from the field assignments.
- Enhance permanent placement, starting salary, and positions through career-related experiences.
- Gain experience in working with and understanding other people, thereby improving human relations skills.
- Develop a personal independence and a sense of responsibility.

The integration of work and study increases motivation. As you relate the material you are learning on campus with the jobs you are performing, your interest in academic achievement becomes greater.

HOW YOU CAN APPLY

1. Contact your advisor to see if an internship might fit into your program.
2. Prepare your resume.
3. Contact your advisor or others that could provide you with information about internships in your area of interest.
4. Watch for announcements about internships on the job opportunities board in the Agriculture Building.
5. You may locate internship information from other sources.
6. Sign up for interview at CPP (if necessary) and complete an application/information form (CPP or COA) from the Dean's office.
7. Interview. The employer will establish an interview schedule. The date, time and location of the interview will be posted.

GENERAL REQUIREMENTS OF INTERNS:

1. **Bi-weekly activity report** by intern submitted to academic advisor.
2. **6-12 page technical report** prepared by intern. This should be done on a word processor and should be professional in content and form to meet the standards of the company and University. Since there is a possibility of permanent employment with the company, the intern is expected to do his/her best.
3. **30 minute de-briefing "on site"** with intern, faculty advisor, company supervisor, and one other company official present. Usually 5-10 minutes for the intern to give a summary of the technical report, and 15 minutes for the faculty advisor to ask substantial questions stemming from bi-weekly activity reports and the technical report.
4. **Grade** -- A letter grade (A-F) will be given.
5. **Internship Agreement** -- The guidelines for conduct of the internship will be established in the internship agreement, which will be defined with each internship to fit the needs of the company and student. The objectives as stated in the agreement form are key to the success of this educational experience.
6. Complete appropriate **paperwork and** evaluation forms as necessary.

KEY QUESTIONS TO BE ANSWERED IN THE INTERNSHIP AGREEMENT:

1. When will it start and end?
2. What are the responsibilities of the intern and employer supervisor?
3. Number of hours to be worked and rate of compensation?
4. Skills/knowledge to be gained?
5. Number of hours of credit to be received?

Any questions or concerns should be presented to the faculty advisor.

INTERNSHIP CREDIT LOAD AND EXPECTATIONS FOR WORK ON-SITE, OBJECTIVES AND CREDIT HOUR LOAD IN SEMESTER

INTERN HRS	WORK HRS	OBJECTIVES	LOAD*
1	50-150	4	15
2	151-300	8	14
3	301-450	12	12
4	451-600	14	6
5	601-750	16	6
6	750	18	3

*Load does not include internship in total. Add the hour on left column to equal total number of hours allowed each semester.

For more information contact:

Dr. Gregory Phillips, Dean
College of Agriculture
P.O. Box 1080
State University, AR 72467
Telephone: 870/972-2085

Employer Information Sheet on Internship

WHAT IS THE INTERNSHIP PROGRAM?

The two-fold mission of the internship program is to provide a learning experience for students and help businesses and industry meet a need for a para-professional. Students integrate classroom theory with practical work experience with practical, paid work in business industry, cooperatives or government agencies, while providing useful service to an employer. Students need and want the advantage of having work experience before graduation.

The period of time the internship includes is flexible. However, one semester is a reasonable length of time. Credits and a salary are received. The number of hours of credit received will depend on the total number of hours completed. The internship provider sets these guidelines when the position announcement is released; however, some aspects of the terms may be negotiated.

WHY SHOULD YOU PROVIDE INTERNSHIPS?

TO SAVE TIME AND MONEY! As an employer, you make a big investment every time you hire a full-time career employee. Recruiting and training costs you time and money. Also, it probably takes a year or more to determine if that person is an asset to your company. Internships provide an alternative -- you can

pre-screen potential employees through the internship program. While interns work for you and gain valuable experiences, you can observe them and determine how they might fit into your company.

Other advantages of hiring student interns include:

- *Interns are generally well-motivated and productive employees.
- *Intern students can be utilized as temporary para-professionals -- freeing others for more creative work.
- *You can identify, train, and evaluate students who may, upon graduation, seek to become career employees with your company, without obligation toward long-term, costly commitments.
- *You have the ability to work closely with and influence University curriculum by having interns.

Employers whose needs are to have year round coverage of a position may wish to consider alternating two interns or several interns. In this way, both students and employers will be obtaining optimal value of these programs. Remember, Agriculture is a broad and highly scientific field and students need practical experience along with classroom studies to enhance their work in the future.



TO BE CONSIDERED A QUALITY INTERNSHIP, THE EXPERIENCE MUST:

- * reflect experiences related to the student's program of study and career goal.
- * state the competencies and goals to be gained in the internship agreement and the experiences which will achieve those goals.
- * be supervised by an ASU COA faculty member and by an employer representative on-site.
- * consist of experiences that have not, nor cannot be gained in courses at ASU, but would support the knowledge gained through the degree program.
- * not include activities which would be considered non-professional, entry level, repetitive tasks/busy work, or grunt work.
- * include a reasonable rate of pay for the work since the intern is providing services and is seeking real-life experiences.
- * set the expectation that this is a professional experience and the intern is to fulfill his/her work obligation as a professional. This would include appropriate dress, a good work ethic, mutual respect between employer and intern and a realization that this is a learning experience.

STUDENT ELIGIBILITY

A student is eligible to participate in the Internship Program if he/she meets the following criteria:

1. Has completed the freshman year (30 hours)
2. Possesses and maintains a minimum 2.5 cumulative G.P.A.
3. Obtains approval from the Internships Committee, faculty advisor and the Dean of College of Agriculture.
4. Is employable (possesses good work ethic, holds a valid work permit if not a U.S. citizen, etc.).
5. has completed one full-time semester (12 hours) at ASU if a transfer student and all other eligibility requirements are met.

For more information on how you can get involved contact:

**Dr. Gregory Phillips, Dean
Arkansas State University
College of Agriculture
P.O. Box 1080
State University, AR 72467
870-972-2087**

INTERNSHIP AND COOPERATIVE PROGRAM FLOWSHEET

College of Agriculture Arkansas State University

GETTING STARTED

1. If you desire credit for an internship experience, then you should contact your advisor to see if an internship might fit into your program.
 2. Contact your advisor or others that could provide you with information about internships in your area of interest.
 3. Prepare your resume.
-

SECURING THE JOB

1. Watch for announcements about internships on the job opportunities board.
 2. You may locate internship information from other sources.
 3. Sign up for an interview at CPP (if necessary) and complete an application/information form (CPP or COA).
 4. Interview.
-

BEFORE LEAVING CAMPUS

1. Set down with your faculty supervisor and employer and establish an internship agreement.
 2. Register for credit and pay tuition. This can be done after the internship starts, in some cases.
 3. Secure your living arrangements.
-

ON THE JOB

1. Complete and send the bi-weekly reports to the faculty supervisor.
 2. Inform your employer of your faculty supervisor's visit (or phone conference if too far to visit) and arrange a time for the two to meet.
 3. Provide your employers with appropriate evaluation forms.
 4. Complete the final evaluation form and return by the end of your first week back on campus. Complete a special project report and present it to the employer and faculty supervisor before leaving.
-

AFTER THE INTERNSHIP

1. Send a thank you note to your employer and supervisor for the opportunity to work for them.
 2. Complete any remaining university forms/evaluations.
-

REQUIREMENTS OF A "FOR CREDIT" INTERNSHIP

1. Minimum credits for eligibility - 30
2. Minimum grade point - 2.5
3. Technical Report
4. Bi-weekly summary reports
5. Post experience seminar (This is the presentation of the special project report)
6. Evaluation of jobsite by student
7. Job supervisor evaluations of intern
8. A letter grade
9. Registration & tuition payment

GUIDELINES FOR SUPERVISORS OF INTERNSHIPS

College of Agriculture Arkansas State University

Each student must have a faculty supervisor. The RESPONSIBILITIES of the supervisor are to:

- Represent the University and act as mediator for the employer and the student.
- Help establish the internship agreement with special emphasis placed on the educational objectives.
- Make sure all appropriate University and internship forms and reports are completed and kept on file.
- Visit the intern and employer on-site and evaluate the intern (a visit during the internship and one at the end to receive the technical report would be expected of all internships except in a rare occasion).
- Assign a grade.

SPECIFIC GUIDELINES FOR COMPLETION OF SUPERVISOR RESPONSIBILITIES

Before the Internship begins:

1. Make sure the internship will fit into the student's overall program.
2. Inquire about the student's expectation for the internship.
3. Have the student complete the internship application/information form.
4. After the student has the interview and is accepted, set up a meeting with the student and employer to discuss the specific learning objectives which are to be included in the internship agreement.
5. Set-up a file to receive reports every other week, etc.

During:

1. Call the student within the first two weeks to make sure that everything is OK. Also, talk with the employer.
2. Review and file bi-weekly reports as they are received.
3. Call the student at the end of the second week to see how things are going. Discuss a possible time to visit. Have him or her to check with their supervisor to confirm a date for an on-site visit.
4. Call to check on the student at the midpoint of the internship and confirm a date to visit the worksite.
5. Before the visit, review the internship agreement and the specific

objectives to be learned. Identify those which have been achieved and those yet to be accomplished.

6. Visit intern at worksite. Be sure to take the file of bi-weekly reports along for the visit. The supervisor should spend some time with the intern and supervisor both alone and together. Ask how progress is coming on the various objectives.
7. Follow-up at least once by phone before the internship is over if the visit did not indicate any problems. If a problem exists, you may need to make several phone calls. Be sure to speak with both the supervisor and the student.
8. Remind the student of the final project report and set up a date to have an on-site evaluation and presentation of the report, and debriefing with the intern.

After

1. File all necessary reports (Committee chairman keeps all the reports on file).
2. Assign grade (Review grading guidelines determine appropriate grade).
3. Send letter to on-site supervisor and executive of company thanking them for the opportunity to work with them (intern's responsibility).

For questions that arise, please refer to the policy guidelines or contact one of the internship committee members or the chair.

APPENDIX A

COLLEGE OF AGRICULTURE INTERNSHIP APPLICATION

Note: You must have a 2.5 GPA and 30 credit hrs (12 if transfer) completed and approval of your advisor to be eligible for an internship. The Internship Committee carefully considers each application based on the criteria stated above and the merit of the experience and the quality of this application. If you do not meet the minimum qualifications, you may submit a letter requesting special consideration. An internship is a privilege and not a right of anyone who applies and meets the minimum qualifications. The application is due TWO weeks before the beginning of the semester, typed. Submit this application to the Associate Dean's Office.

Student Name _____
Last
First
Middle

Academic Major _____ Cumulative GPA _____

Total Hours Completed Toward Degree _____ Hours this semester _____

Campus Address _____

Permanent Address _____

Campus Phone Number _____ Permanent Area Code & Phone _____

How many hours credit are you seeking for this internship experience? Circle one: 1 2 3 4

See list of work hours required for each credit hour of internship.

1 hr. = 50-150 of work time; 2 hrs. = 151-300; 3 hrs. = 301-450; 4 hrs. = 451-600

How many course hours are you planning to take with the internship? _____

Use numbers below to decide balance between internship hours and with regular course load.)

1 hr. credit internship = 14 hr. max load 2 hr. = 12 3 hr. = 9 4 hr. = 6

Type of internship you seek? _____

(Agribusiness, Animal Science, Plant or Soil Science, Agricultural/Vocational Ed., Agricultural Mechanics, Other)

Have you already had an internship at ASU or some other college/university? Yes No

If yes, describe the internship? _____

Have you discussed with your advisor how you will use the internship in your program? Yes No

Have you reviewed the College of Agriculture's requirements for credit internships? Yes No

Do you plan to take any courses while in the internship? Yes No, If yes how many hours?

Do you plan to work for pay at an unrelated job? Yes No

Citizenship Status (check one): U.S. Citizen Permanent Visa Student Visa

Academic Advisor _____

Parent/Guardian _____

Their Address _____
Number & Street
City
State/Zip
Phone

YOUR EDUCATION:

Colleges Attended	From & To	Major	Hour in Major	Total Hours	Overall GPA

College Honors and Activities _____

PAST EMPLOYMENT: Names & Addresses of Employers Brief Work Description Dates

1. _____

2. _____

3. _____

REFERENCES: List names, addresses, and phone numbers of three faculty and/or employers

1. _____

2. _____

3. _____

INTERNSHIP FOR WHICH YOU ARE APPLYING OR HAVE ALREADY APPLIED:

Title of position: _____

Employer: _____ Employer Phone Number: _____

Beginning and end dates: _____ to _____ Total number of hours expected to work: _____

Have you already been hired? _____ Yes _____ No

If yes, will this be a paid or non-paid internship? _____ Paid _____ Unpaid

How many total hours per week will you be working? _____

Applicant Signature

Date

**Return to: THE COLLEGE OF AGRICULTURE INTERNSHIP PROGRAM,
Arkansas State University
P.O. Box 1080
State University, Arkansas 72467
870-972-2087**

APPENDIX B

COLLEGE OF AGRICULTURE INTERNSHIP AGREEMENT

Submit this with application, two weeks before the beginning of the semester
(please type)

Name: _____ Student ID# _____
last first middle

Beginning and end of internship: _____

Job title: _____

Employer/Company Name: _____

Employer Supervisor: _____
name title

Faculty Advisor: _____

ASU Faculty Internship Supervisor: _____

Student Major: _____

Student address and phone number during internship _____

Students are required to identify learning objectives. These objectives must be specific, measurable, personal, within one's ability to accomplish, in accord with one's curriculum, and judged worthy and appropriate by the faculty advisor, work supervisor AND internship committee. Written objectives must also be submitted two weeks before semester with the student, advisor, and employer signatures and returned to the Internship committee. All Internship agreements are subject to the final approval by the internship committee and Dean of the College of Agriculture.

General Purpose for Having this Internship:

Explain the nature of your position and what your specific responsibilities will be:

What are your specific learning objectives? (Must have 4 for 1 hr. credit, 8 for 2, 12 for 3)

Example Objectives:

- A. Recognize pest damage in cotton and soybeans and identify probable cause.
- B. Estimate value of farm inventory.
- C. Calibrate, operate, and clean pesticide application equipment according to safety guidelines.
- D. Record and analyze enterprise records using a microcomputer.
- E. Recognize and monitor wildlife migration patterns and properly record data.

Note: Two and three word statements will not be accepted! Doing things you have done before is not acceptable. If you are applying for second internship, this must be very different from the first. Internship credit can not take the place of a required course; only approved electives.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

(attach a page if more space is needed)

Note: The committee understands that your responsibilities may change during the internship and accomplishing some of these objectives may not be possible and other objectives need to be added. If this is the case, please explain any changes in your bi-weekly reports. Otherwise you will be expected to accomplish the stated objectives. A student should talk to his/her advisor and find a supervisor. The advisor and supervisor should sign before submitting agreement to the committee. It is not the University's responsibility to find a supervisor or to get the faculty advisor to sign your agreement. Do this before submitting to the committee.

Student Signature: _____ DATE: _____

Student's Advisor: _____ DATE: _____

ASU Faculty Supervisor: _____ DATE: _____

Employer Supervisor: _____ DATE: _____

INTERNSHIP COMMITTEE CHAIR: _____ DATE: _____

DEAN, COLLEGE OF AGRICULTURE: _____ DATE: _____

APPENDIX C

BI-WEEKLY INTERNSHIP AND COOPERATIVE WORK
EXPERIENCE REPORT
ARKANSAS STATE UNIVERSITY

(To be completed by student every other week)

Name: _____ Faculty Supervisor: _____

Month: _____ Week ____ of ____ (EXAMPLE 2 OF 14)

Normal Working Hours? from _____ to _____ Number of Hours Worked Last Two Weeks _____

If your address, phone number, immediate supervisor, or work location has changed since your last report, please include on the back.

1. List your job duties for the past two week. Put a * by the ones which you have not done before. Put an X by those not in your internship agreement.

2. Are you experiencing a relevant and challenging use of your abilities? Explain in terms of training received, responsibilities given, and your professional growth.

3. Briefly describe any incident(s) which left you with a favorable or unfavorable impression with regard to your job:

Favorable:

Unfavorable:

4. What have you learned in the last two weeks about the firm or agency for which you work that you did not know at the time of the last report?

5. What additional perceptions have you gained regarding your job (i.e., its importance to the employer, its scope, its relationship to other operations, the results of your work)?

6. How do you feel your experience to date has helped you gain a better understanding of your area of interest?

7. Are you satisfied with the communication and contact which you have with your on-the-job supervisor?

8. Describe the progress to date on your special project.

9. Is there any way in which your faculty supervisor can be of additional help to you?

*This form must be completed and returned to your faculty supervisor seven days after completion of the second week.

THE COLLEGE OF AGRICULTURE INTERNSHIP PROGRAM
Arkansas State University
P.O. Box 1080
State University, Arkansas 72467
870-972-2087

APPENDIX D

STUDENT'S FINAL APPRAISAL OF EXPERIENCE

Due with last bi-weekly report

Name: _____

Date: _____ Firm/company: _____

Number of weeks worked: _____ Supervisor: _____

1. Indicate what you feel are the strong points or highlights of your work experience.
 - a.
 - b.
 - c.
 - d.

2. Indicate changes that should be made to make your work experience more meaningful.
 - a.
 - b.
 - c.
 - d.

3. Would you recommend this work site be used again in the future?
 Yes ___ No ___ Recommendations or comments: _____

4. Did you receive enough assistance from your on-the-job employers?
 Yes ___ No ___ How could they have helped more? _____

5. How valuable was this work experience to you in:
 (rate on a 1-5 scale; 1=very valuable, 5=no value)
 - ___ helping you decide on a future career (in this area or a different area)?
 - ___ providing insight into your employer's business or operation?
 - ___ learning new skills or techniques?
 - ___ applying, integrating, or making relevant the knowledge gained from your courses?
 - ___ clarifying your future educational goals?

6. List subjects/courses you would recommend to help prepare future students for this work experience.

<u>Agricultural Courses</u>	<u>Non-Agricultural Courses</u>
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7. Additional remarks (on back):

APPENDIX E

INTERNSHIP PROGRAM -- FINAL STUDENT REPORT

To be completed by the student near the end of the internship

Name: _____ Major: _____
Last FirstWork Tour From: _____ to: _____ Work Tour No. 1 - 2 - 3 - 4 - 5
Month/Year Month/Year (circle one)

Employer: _____ Dept.: _____

Hours per week (approx.): _____

Other majors which could fill this position: _____

Gross earnings during work tour (This information required by federal reg.): _____

Fringe benefits provided by your company for its co-ops: (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Life insurance | <input type="checkbox"/> Medical insurance |
| <input type="checkbox"/> Paid holidays | <input type="checkbox"/> Sick pay |
| <input type="checkbox"/> Vacation time | <input type="checkbox"/> Credit union |
| <input type="checkbox"/> Relocation reimbursement | <input type="checkbox"/> Tuition reimbursement |
| <input type="checkbox"/> Other (please specify) | |

How did your company provide assistance in your housing search?

- | | |
|--|---|
| <input type="checkbox"/> Roommate listing | <input type="checkbox"/> Separate apartment complex |
| <input type="checkbox"/> Relocation center | <input type="checkbox"/> Other (please specify) |

Careful analysis of your work experience will be helpful both to you and us. Please check the most appropriate answer:

1. Was assistance from your supervisor available? Frequently___ If needed___ Seldom___ Never___
2. Was adequate explanation given to you concerning what was expected of you and the nature of the tasks assigned? Always___ Frequently___ Sometimes___ Seldom___ Never___
3. How often did your supervisor discuss your job performance with you (informally)? Bi-weekly___ Monthly___ Once or twice___ Never___
4. Was the work load adequate? Always___ Frequently___ Sometimes___ Seldom___ Never___
5. How was the communication and cooperation among co-workers? Excellent___ Good___ Average___ Fair___ Poor___
6. Did you associate with your co-workers after work? Often___ Sometimes___ Seldom___ Never___
7. How was your academic preparation for this job? Excellent___ Good___ Average___ Fair___ Poor___
8. Did the company organize gatherings for its co-ops? Often___ Sometimes___ Seldom___ Never___
9. Did your work require travel? 5 or more times___ 3-5 times___ 1-2 times___ Never___
10. Did assignments meet your expectations? Yes___ Exceeded___ Fell below___
11. Would you consider this company for permanent employment? Yes___ No___
12. What is your overall evaluation of your experience with this company, especially in relation to your career goals? (Please elaborate and be specific. Use the back or write and attach an additional page)

APPENDIX F

Employer's Evaluation of Intern

Return to:

THE COLLEGE OF AGRICULTURE INTERNSHIP PROGRAM
Arkansas State University, P.O. Box 1080, State University, Arkansas 72467,
Or by fax at 870-972-3885

Student Name: _____

Work Period from: _____ to: _____ Employer: _____

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

RELATIONS WITH OTHERS

- Exceptionally well accepted
 Works well with others
 Gets along satisfactorily
 Has some difficulty working with others
 Works very poorly with others

JUDGEMENT

- Exceptionally mature
 Above average in making decisions
 Often makes the right decision
 Often uses poor judgment
 Consistently uses bad judgment

ABILITY TO LEARN

- Learns very quickly
 Learns readily
 Average in learning
 Rather slow to learn
 Very slow to learn

ATTENDANCE

- Regular
 Irregular

ATTITUDE-APPLICATION TO WORK

- Outstanding in enthusiasm
 Very interested and industrious
 Average in diligence and interest
 Somewhat indifferent
 Definitely not interested

DEPENDABILITY

- Completely dependable
 Above average in dependability
 Usually dependable
 Sometimes neglectful or careless
 Consistently neglectful or careless

QUALITY OF WORK

- Excellent
 Very good
 Average
 Below average
 Very poor

PUNCTUALITY

- Regular
 Irregular

How well did the intern meet the employer expectations as identified by the objectives in the internship agreement

Very Poorly *Very Well*

(Circle one): **1 2 3 4 5**

Overall performance of intern (Circle one): *Unsatisfactory* *Marginal* *Average* *Very Good* *Outstanding*

What personal traits help or hinder the intern's advancement?

The intern's final report was shared with the on-site supervisor Yes No

This evaluation has been discussed with intern Yes No

Additional Remarks (Use the back if necessary):

Signed _____ Date _____

SUMMARY OF INTERNSHIP STUDENT PAPERWORK

Place student's last name in the blanks below next to students -->. As a student completes the paperwork place a check by it, if completion is required. Place a grade (A-F) by it, if a grade is required. Use the attached grading guidelines to help you decide the grade.

ITEM REQUIRED	Student's last name->								
<hr/>									
Application	*								
<hr/>									
Agreement form	*								
<hr/>									
Bi-weekly Reports	** (all)								
<hr/>									
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
<hr/>									
University's Mid-Semester Report/Evaluation	**								
<hr/>									
Employer Evaluation of Student	**								
<hr/>									
Internship Program Student Work Final Report	*								
<hr/>									
Student's Final Appraisal of Experience	*								
<hr/>									
Technical Report	**								
<hr/>									
ALL DONE									
<hr/>									
Final Grade									
<hr/>									

* to be completed. ** to be graded in a way other than checking for completeness.
 Turn in to the internship committee chair when done.

Supervisor: _____ Date: _____

APPENDIX H

GRADING GUIDELINES FOR INTERNS

A = COMPLETED

Internship Agreement form is well written, clear, has appropriate objectives
 Internship/Cooperative Program final evaluation by the student
 Student's Final Appraisal Report of Experience
 All bi-monthly Reports completed as described and returned in a timely manner (not more than a week after time period being reported)

MET STANDARDS IN SATISFACTORY MANNER

University's Mid-semester Report/Evaluation by supervisor
 Employer Evaluation of Student - Outstanding or very good rating by on-site supervisor
 Supervisor's final visit - 100% of objectives met
 Technical Report and presentation, typed, grammar correct, and handed in on time, presented to the faculty in a professional manner, knowledgeable response to the questions

B = COMPLETED

Internship Agreement form is well written, clear, has appropriate objectives
 Internship/Cooperative Program final evaluation by the student
 Student's Final Appraisal Report of Experience
 80% of the bi-monthly Reports completed as described and returned in a timely manner (not more than a week after time period being reported)

MET STANDARDS IN less than SATISFACTORY MANNER but acceptable

University's Mid-semester Report/Evaluation by supervisor
 Employer Evaluation of Student - High average or low very good by on-site supervisor
 Supervisor's final visit - 80% of objectives met
 Technical Report and presentation, typed, few grammar errors, handed in on time, presented to the faculty in a professional manner, knowledgeable response to the questions

C = COMPLETED

Internship Agreement form is well written, clear, has appropriate objectives
 Internship/Cooperative Program final evaluation by the student
 Student's Final Appraisal Report of Experience
 80% of the bi-monthly Reports completed as described and returned in a timely manner (not more than a week after time period being reported)

MET STANDARDS IN less than SATISFACTORY MANNER but acceptable

University's Mid-semester Report/Evaluation by supervisor
 Employer Evaluation of Student - Average or marginal rating by on-site supervisor
 Supervisor's final visit indicated limited progress toward objectives - 60-80% of objectives met
 Technical Report and presentation, typed, grammar errors, and handed in late, presented to the faculty in a less than professional manner, difficulty responding to the questions

F = Less than 80% of the bi-monthly reports completed and/or returned on time, final reports/evaluations by student late or incomplete, on-site supervisor not pleased or dissatisfied with the quality of the student's work as indicated through the final employer evaluation (unsatisfactory) and personal contact. Less than 60% of objectives met

* The on-site supervisor will not assign a grade but the university supervisor will take into consideration the recommendations of the on-site supervisor when assigning grades.

* The student is expected to return all paperwork to the university supervisor one week before the end of the semester.

* The grade of I will only be given in unusual circumstances.

* The intern is urged to contact the university supervisor within three weeks of the end of the semester to make arrangements for the presentation of the final report.

APPENDIX I

MID-SEMESTER REPORT OF INTERNSHIP PROGRESS

Report for : _____ (intern)

Faculty Supervisor: _____

+++++

Date(s) visited on site:

Date(s) visited by phone:

+++++

Comments from discussion with intern:

Comments from discussion with supervisor:

Is the supervisor satisfied with the intern? ____ yes ____ no

Is intern making satisfactory progress toward objectives? ____ yes ____ no

Signature of Faculty Supervisor

Date

Turn this in to the internship committee chairman by _____

APPENDIX J

GUIDELINES FOR TECHNICAL REPORT

- Objective:** To summarize the learning experience resulting from the internship.
- Due:** One week before the last day of class for the semester in which you are enrolled.
- Points:** 100

Procedures/explanation:

1. The paper may be a detailed report related to one activity in which you participated or it may be a summary of the activities in which you participated.
2. The report may be a recap of the objectives you stated and how you achieved them.
3. Remember you are working in a professional environment. Therefore, the paper should reflect your highest quality work. You might want to use this as an example of a technical report in a future job interview.
4. The paper should be a least six pages but not more than twelve, double-spaced and typed.
5. The paper must be completed before a grade can be given.
6. You may attach an appendix to the paper that is not part of the twelve pages that contains information which is related to the content of paper and supports what you did.
7. If you have any questions, call your on-campus supervisor.

Evaluation:

	Points Earned	Points Possible
Typed and double spaced		10
----- ----- -----		
6-12 pages long		10
----- ----- -----		
Grammar/Spelling		10
----- ----- -----		
Organization		30
----- ----- -----		
Content		30
----- ----- -----		
Completed on time		10
----- ----- -----		
TOTAL		100

APPENDIX K

LETTER TO STUDENT ACKNOWLEDGING APPROVAL OR REJECTION OF INTERNSHIP
EXPERIENCE

To: _____

From: _____

Date: _____

Re: Committee's response to your request for an internship

_____ You have been approved for _____ hours of internship credit. Everything was acceptable. Enclosed are the forms you will need to complete the internship experience.

_____ You were approved for _____ hours of internship credit, but you need to complete the items checked below before you can be registered for credit. If you fail to provide the information checked below you will not be registered for the internship. If you have questions regarding the completions of these items call at 870-972-2087. Enclosed are the forms you will need to complete the internship experience.

Provide Missing Signature (s) of :

_____ Student's Advisor

_____ Student

_____ Faculty Supervisor

_____ Student's Supervisor on-site

Do the following:

_____ **Improve objectives** (This means that you need to submit a typed list of 12-14 objectives). It is suggested you come by to see the committee chair so you can receive assistance.

_____ Provide us a mailing address at which you can be reached during internship

You may call this in and leave a message with the secretary.

_____ Provide us a phone number at which you can be reached during internship

You may call this in and leave a message with the secretary.

_____ Provide the name, address and phone of employer

You may call this in and leave a message with the secretary.

Other :

APPENDIX L

INTERNSHIP PACKET OF MATERIALS
AND
SEMESTER SCHEDULE

Enclosed is a list of materials and information that you need to have and complete as part of the internship.

If you have questions just give the internship committee chair or your faculty supervisor a call. Remember, your supervisor will be planning to call you within two weeks to check on how things are going and he or she will likely want to set up a meeting to discuss the experience before the end of the 5th week. He or she will need to set up a time for the visit with you and your on-site supervisor. Start thinking now where and when you would like for this to take place. Give your supervisor a call to work out the details of the first meeting. Your cooperating supervisor will need to file a mid-semester report on your progress. Before the end of the 10th week, your faculty supervisor should have made at least one on-site visit with you. You should review the guidelines for the technical report by the 5th week. It should be done and submitted to the faculty supervisor one week before the end of the semester.

ENCLOSED PACKET OF INTERNSHIP RELATED FORMS

1. BI-WEEKLY INTERNSHIP AND COOPERATIVE WORK EXPERIENCE REPORT - (10 copies) -- These are to be completed and submitted every other week. They may be mailed. Make extra copies if needed. We suggest that you keep a copy for your files. This will be a useful aid in writing your final technical paper.
2. INTERNSHIP/COOPERATIVE PROGRAM -- STUDENT FINAL REPORT - (1 copy) This form is to be completed by the student during the last week of the semester. It may be hand-delivered or mailed to the University. The employer will not see this form.
3. STUDENT'S FINAL APPRAISAL OF EXPERIENCE - (1 copy) This form is to be completed by the student during the last week of the semester. It may be hand-delivered or mailed to the University. The employer will not see this form.
4. EMPLOYER'S EVALUATION OF INTERN - (1 copy) This form is to be completed by the employer during the last week before the semester.
5. GUIDELINES FOR TECHNICAL REPORT - (1 copy) Instruction for how and when to complete this report are stated on the assignment sheet.
6. GRADING GUIDELINES FOR INTERNS -- This is to help you understand the criteria by which you will be graded.
7. MID-SEMESTER REPORT OF INTERNSHIP PROGRESS -- This will be completed by the faculty supervisor at mid-semester.

FOR YOUR OWN INFORMATION AND FUTURE USE, WE SUGGEST THAT YOU KEEP A COPY OF EVERYTHING THAT YOU TURN IN.

APPENDIX M

APPENDIX N

STUDENT PROGRESS SUMMARY

Intern Name: _____ Semester: _____

As a student completes the paperwork place a check by it, if they are only to complete. Place a grade (A-F) by it, if a grade is required. Use the attached grading guidelines to help you decide the grade.

ITEM REQUIRED	Check/Mark	Comment
Application *		
Agreement form *		
University's Supervisor Phone Call 1 * (within two weeks of semester)		DATE
University's Supervisor Visit 1 * (within 1st half of semester)		DATE
Biweekly Reports ** (all)		
Week 1		
2		
3		
4		
5		
6		
7		
8		
University's Mid-Semester Report/Evaluation *		(returned to committee chair at end of 1st term)
University's Supervisor Visit 2 *		DATE
Employer Evaluation of Student *		
Internship/Cooperative Program Student Work Final Report *		
Student's Final Appraisal of Experience *		

Continued.....

Technical Report	**		
ALL DONE			
Final Grade			

* to be completed. ** to be graded in a way other than checking for completeness.

Turn in to the internship committee chair when done.

Supervisor: _____ Date: _____

CHECKLIST FOR APPROVAL OF INTERNSHIPS
(To be used at the time of the Internship Committee Meeting)

Name of student _____

This form indicates you have been approved for ___ hours of credit for an internship, but you need to complete the items checked below before you can receive credit. If you have questions regarding the completions of these items, call 870-972-2087. If nothing is checked, then nothing is missing from your application. Your application will be processed.

Signature (s) of :

_____ Student's Advisor

_____ Student

_____ Faculty Supervisor

_____ Student's Supervisor on-site

If you need a signature, you must have it before credit can be awarded. So even if you complete all the activities/objectives, if you do not have all the signatures, **you will not get credit !!!** You may come by the Associate Dean's Office to complete any missing signatures.

_____ Improve objectives *(This means that you need to submit a typed list of 12-14 objectives)*

_____ Mailing address at which you can be reached during internship

_____ Phone number at which you can be reached during internship

_____ Name, address and phone of employer

Your faculty supervisor is _____

Other :

Please check the address used to determine if it is correct.