

# COLLEGE OF AGRICULTURE AND TECHNOLOGY INTERNSHIP APPLICATION

Submit this application, two weeks before the beginning of the semester

(PLEASE TYPE)

---

**Note:** In order to qualify for an internship, a student must:

- Locate a prospective employer
- Have a 2.5 G.P.A
- Have completed 30 hours, (12 at ASU if a transfer student)
- Have an advisor's approval.

The internship Committee carefully considers each application based on the criteria stated above, by 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.

Student Name \_\_\_\_\_  
Last First Middle ASU ID Number

Academic Major \_\_\_\_\_ Cumulative G.P.A. \_\_\_\_\_

Total Hours Completed \_\_\_\_\_ Hours this semester \_\_\_\_\_

Email Address: \_\_\_\_\_

Campus Address \_\_\_\_\_

Permanent Address \_\_\_\_\_  
Street City State/Zip Phone

How many hours credit are you seeking for this internship experience?

- \_\_\_ 50 - 150 hours of work time for 1 hour credit
- \_\_\_ 151 - 300 hours of work time for 2 hours credit
- \_\_\_ 301 - 450 hours of work time for 3 hours credit
- \_\_\_ 451 - 600 hours of work time for 4 hours credit
- \_\_\_ 601 - 750 hours of work time for 5 hours credit
- \_\_\_ 750 & above hours of work time for 6 hour credit

Student Email Address

Hour courses you plan to take with internship? \_\_\_\_\_

(Use the following numbers to balance the internship with a regular course load. 1 hr. credit internship = 14 hr. max load; 2 hr. = 12; 3 hr. = 9; 4 hr. = 6; 5 hr. = 3; 6 hr. = 3)

Type of internship you seek? \_\_\_\_\_  
(Agri. Business, Animal Science, Plant/Soil Science, Horticulture)

General purpose for having this internship:

---

---

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

---

---

Have you already had an internship at ASU or some other college/university?

Yes       No

If yes, describe the internship \_\_\_\_\_

Academic Advisor \_\_\_\_\_

Have you discussed with your advisor how you will use the internship in your program?

Yes       No

Have you reviewed the College of Agriculture and Technology requirements for credit internships?

Yes       No

Parent/Guardian/Spouse \_\_\_\_\_

Their Address \_\_\_\_\_ (if different from yours)

Street

City

State/Zip

Phone

**Past Employment/Internship:**

Name & Addresses of Employers; Brief Work Description; Dates

1. \_\_\_\_\_

---

---

2. \_\_\_\_\_

---

---

3. \_\_\_\_\_

---

---

**INTERNSHIP FOR WHICH YOU ARE APPLYING OR HAVE ALREADY APPLIED**

Title:

---

Employer:

---

Company Name	Address	City	State/Zip	Phone
--------------	---------	------	-----------	-------

Employer Supervisor: \_\_\_\_\_

Beginning and end dates: \_\_\_\_\_ to \_\_\_\_\_

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? \_\_\_\_\_

---

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

---

What are your specific learning objectives? (Must have 4 for 1 hour credit; 8 for 2; 12 for 3)

**Example Objectives:**

- ✓ Recognize pest damage in cotton and soybeans and identify probable cause.
- ✓ Estimate value of farm inventory.
- ✓ Calibrate, operate and clean pesticide application equipment.
- ✓ Record and analyze enterprise records using a microcomputer.

**Note:** Two and three word statements will not be accepted! Repeating objectives from earlier internship is not acceptable. A second internship must be very different from the first. Internship credit cannot take the place of a required course, but can be used only as an approved elective.

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 biweekly 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 the agreement before submission to the committee. It is not the University's responsibility to find a supervisor or to get the faculty advisor, etc. to sign your agreement. Do this before submitting to the committee.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT'S ADVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

FACULTY SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INTERNSHIP COMMITTEE CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_

DEAN, COLLEGE OF AGRICULTURE AND TECHNOLOGY:

\_\_\_\_\_ DATE: \_\_\_\_\_

**Return to:** THE COLLEGE OF AGRICULTURE AND TECHNOLOGY INTERNSHIP PROGRAM  
Arkansas State University  
PO Box 1080  
State University, AR 72467-1080  
(870) 972-2087

**ONCE A STUDENT HAS BEEN APPROVED FOR AN INTERNSHIP, THEY MUST REGISTER FOR THE INTERNSHIP CLASS TO RECEIVE CREDIT.**