

COLLEGE OF AGRICULTURE

POLICY GUIDELINES FOR INTERNSHIPS

All internships must follow the standards stated below.

All internships must:

1. reflect experiences related to the individual's program of study and career goals.
2. state the competencies to be gained in the internship agreement and the experiences which will achieve those goals.
3. be supervised by an ASU, COA faculty member and by an employer representative on site.
4. consist of experiences that have not, nor can not 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 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 of the area of the internship. The student's faculty advisor should recommend the faculty if necessary.

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:

reflect experiences related to the individual's program of study and career goals.

state the competencies 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 can not be gained in courses at ASU, but would support the knowledge gained through courses.

not include activities which would be considered non-professional, entry level, repetitive tasks/busy work or grunt work.

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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.

The internship agreement sets the standard for the internship.

STUDENT INFORMATION SHEET ON INTERNSHIPS AND COOPERATIVE WORK PROGRAMS THROUGH COLLEGE OF AGRICULTURE AT ASU

The purpose of the Internship Program is to provide students with the opportunity to obtain worth while 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 and where is no 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 (28 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. Transfer students become eligible upon completion of one full-time semester (12 hours) at ASU if all other eligibility requirements are met.

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.

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

BENEFITS TO YOU THE STUDENT

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.

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 (maximum 6 hours)?

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

GENERAL REQUIREMENTS OF INTERNS:

1. **Biweekly 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. Since there is a possibility of permanent employment with the company, the intern is expected to do his/her best.
3. **30 minute debriefing** "on site" with intern, faculty advisor, company supervisor, and one other company official present. Usually 5-10 minutes for intern to give summary of technical report, 15 minutes for faculty advisor to ask substantial questions stemming from biweekly activity reports and 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.
6. Complete appropriate **paper work**, evaluation forms, etc.

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. Keith Rogers, Dean
 College of Agriculture
 P.O. Box 1080
 State University, AR 72467
 Telephone: 501/972-2085

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?

PROGRAMS

EMPLOYER INFORMATION SHEET

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.

TO BE CONSIDERED A QUALITY INTERNSHIP THE EXPERIENCE

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 optimum 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.

MUST:

* reflect experiences related to the student's program of study and career goal.

* state the competencies 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 can not 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.

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4. Is employable (i.e. possess good work ethic, holds a valid work permit if not a U.S. citizen, etc.).

5. Transfer students become eligible upon completion of one full-time semester (12 hours) at ASU if all other eligibility requirements are met.

For more information on how you can get involved contact:

**Dr. Keith Rogers, Dean
Arkansas State University
College of Agriculture
P.O. Box 1080
State University, AR 72467
501-972-2087**

INTERNSHIP AND COOP 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.
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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 interview at CPP (if necessary) and complete an application/information form (CPP or COA).
 4. Interview.
-

BEFORE LEAVING CAMPUS

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

ON THE JOB

1. Complete and send the biweekly reports to the faculty supervisor.
 2. Inform employer of faculty supervisor's visit (or phone conference if too far to visit) and arrange time for the two to meet.
 3. Provide employers with appropriate evaluation forms.
 4. Complete 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 employer, 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 - 28
2. Minimum grade point - 2.5
3. Technical Report
4. Biweekly summary reports
5. Post experience seminar (This is the presentation of the special project report)
6. Evaluation of job site by student
7. Job supervisor evaluations of intern
8. A letter grade
9. Registration & tuition payment

BIWEEKLY 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 didn't

know last week?

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, etc.)?

6. How do you feel your experience to date has helped you to 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

SR-3
STUDENT'S FINAL APPRAISAL OF EXPERIENCE
Due with last biweekly report

DATE: _____ FIRM: _____
NUMBER OF WEEKS WORKED: _____ SUPERVISOR: _____

1. Indicate what you feel are the strong points or highlights of your work experience.
 - a.
 - b.
2. Indicate changes that should be made to make your work experience more meaningful.
 - a.
 - b.
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 he 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.
Agricultural Courses _____ Non-Agricultural Courses _____
7. Additional remarks (on back):

ER-1

Employer's Evaluation of Intern

Return to:

THE COLLEGE OF AGRICULTURE INTERNSHIP PROGRAM

Arkansas State University

P.O. Box 1080

State University, Arkansas 72467

501/972/2087

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

ATTITUDE-APPLICATION TO WORK

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

JUDGEMENT

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

DEPENDABILITY

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

ABILITY TO LEARN

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

QUALITY OF WORK

- Excellent
- Very good
- Average
- Below average
- Very poor

ATTENDANCE

- Regular
- Irregular

PUNCTUALITY

- Regular
- Irregular

OVER-ALL PERFORMANCE _____ Outstanding Very Good +Average- Marginal Unsatisfactory

What traits help or hinder the student's advancement?

Additional Remarks (over if necessary):

This report has been discussed with student Yes No

Signed _____ Date _____

SUMMARY OF INTERNSHIP STUDENT PAPERWORK

Place student names in the blanks below next to students-->. 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	Students-->		/		/		/		/		/		/	
<hr/>														
Application *			/		/		/		/		/		/	
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Agreement form *			/		/		/		/		/		/	
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Biweekly Reports ** (all)			/		/		/		/		/		/	
1.			/		/		/		/		/		/	
2.			/		/		/		/		/		/	
3.			/		/		/		/		/		/	
4.			/		/		/		/		/		/	
5.			/		/		/		/		/		/	
6.			/		/		/		/		/		/	
7.			/		/		/		/		/		/	
8.			/		/		/		/		/		/	
<hr/>														
University's Mid-Semester Report/Evaluation **			/		/		/		/		/		/	
<hr/>														
Employer Evaluation of Student **			/		/		/		/		/		/	
<hr/>														
Internship/Coop Program Student Work Final Report *			/		/		/		/		/		/	
<hr/>														
Student's Final Appraisal of Experience *			/		/		/		/		/		/	
<hr/>														
Technical Report **			/		/		/		/		/		/	
<hr/>														
ALL DONE			/		/		/		/		/		/	
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Final Grade			/		/		/		/		/		/	

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

Turn in to the internship committee chair when done.

Supervisor: _____ Date: _____

GRADING GUIDELINES FOR INTERNS

A = COMPLETED

Internship Agreement form = well written, clear and appropriate objectives
Internship/Coop 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 = well written, clear and appropriate objectives
Internship/Coop 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 = well written, clear and appropriate objectives
Internship/Coop 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.

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 _____

GUIDELINES FOR TECHNICAL REPORT

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

Procedures/explanation:

1. 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. Paper should be a least six pages but not more than 12, 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 12 pages that contains information which is related to the content of paper, and supports what you did.
7. If you have any questions call Dr. Agnew or 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