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.

SECKING 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.

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

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