

Agribusiness Internship Policies and Procedures

Summer 2005

Department of Agricultural Economics
Kansas State University

TABLE OF CONTENTS

Department of Agricultural Economics Internship Policies and Procedures	1
Arranging an Internship	2
Academic Credit	2
Oral Presentation	2
Cooperative Internship Reporting Requirement	3
Internship Visit	3
Business/Agency Responsibility	3
Questions	4
Agricultural Economics 445 Course Syllabus	5

Agribusiness Internship Policies and Procedures

Department of Agricultural Economics

Kansas State University

The Agribusiness Internship Program is designed to provide students with practical employment experience while earning university credit. An internship is an important part of the Agricultural Economics/Agribusiness undergraduate program because it provides an opportunity for students to apply classroom learning to the work place. Some internships not only help students to discover their major field of interest, but also clarify the specific job in which they would like to be employed. Internships also offer employers a preview of prospective candidates for employment. Enthusiasm and dedication in your internship not only enhances your academic progress, but also could affect your job search after graduation.

The Agribusiness Internship Program is conducted in cooperation with the Experiential Learning Program sponsored by Career and Employment Services (CES). To complete an agribusiness internship, you must be registered with Career and Employment Services in Holtz Hall. Completion of the required steps of the Experiential Learning Program will result in notation of the semester of the internship and company name on the student's transcript. Students completing an agribusiness internship may also earn academic credit by enrolling in AGECE 445. Following successful completion of the course, this credit will appear on the student's transcript in the Fall Semester following the internship experience.

To complete an agribusiness internship, take the following steps:

- i Register with Career and Employment Services in Holtz Hall.
- i Locate a business willing to sponsor you as an intern.
- i Pick up the Experiential Learning Program student packet from CES
- i Turn in the Faculty Approval/Job Description form to Waters 343. A job description should accompany the form. (Due by May 9, 2005 for summer internships).
- i If you are enrolling for academic credit, obtain a permission slip from Waters 343 and enroll in AGECE 445 for Fall Semester.
- i Complete the internship, and submit all of the necessary materials required by the Experiential Learning Program. Materials and due dates are as follows:

May 19	CES Registration & Job Description/Faculty Approval Form
June 20	Learning Objectives Agreement
July 11	Interim Report
August 22	Student Performance Review
August 22	Employer Performance Review
August 22	Final Report due into CES
- i CES Internship materials /forms/deadlines may be found at <http://www.ksu.edu/ces/explearn/checklst/pdf>
- i If enrolled in AGECE 445, attend the initial meeting of the class and complete the internship oral presentation requirement.

Arranging an Internship

Responsibility for arranging an internship ultimately rests with the student. There are generally three means of arranging an internship assignment: (1) through the Department, (2) through Career and Employment Services, and (3) development of your own internship.

A number of firms regularly employ students from the Department of Agricultural Economics as interns, and others advertise internship opportunities through the Department as they come available. The Department has formal internship agreements with the Arthur Capper Cooperative Center (ACCC). Interns participating in the ACCC program are placed in local and regional cooperatives around the state of Kansas.

Students may learn about internship through Careers and Employment Services, bulletin boards outside Waters 328, and the Intern notebook in Waters 343.

Many business/agencies regularly hire interns through the KSU Career and Employment Services. Students wishing to interview for internships must register through Career and Employment Services in Holtz Hall. If you are not already registered there will be a \$30.00 registration fee which entitles you to use CES services through August 2005.

Many students develop their own internships by making personal contacts with employers.

Academic Credit

An internship receiving three hours of academic credit is comprised of a minimum of 480 hour work agreement which equals 12-weeks at 40 hours. Internships with lower hour commitments receive a pro rate share of academic credit (e.g., 320 hours of work would translate to two hours of academic credit). Students wishing to receive credit or taking an ACCC internship must enroll in AGEC 445, Agribusiness Internship, during the Fall Semester. (Students on an ACCC internship may receive zero to three hours credit.) The course is graded on a credit/no credit basis. Only three hours of internship credit can be applied to the 127 hours on the plan of study, and can only be used as a free elective. (See the Academic Program Coordinator in Waters 343 to get permission to take AGEC 445.)

Students cannot complete an internship at the same business or agency twice or in a similar business or agency. Internships are required to give students new educational experiences that will benefit them after graduation. Returning to the family farm is inconsistent with these educational goals and is not permitted as an internship experience.

If taking AGEC 445, the student must give an oral presentation on their internship experience following the completion of the internship. Details concerning the presentation are provided below.

Oral Presentation

Oral presentations by students completing internships will be held in AGEC 105, Agricultural Economics/ Agribusiness Orientation, as well as other classes which address topics covered in a particular internship. Students enrolled in AGEC 445 will be given their speaking assignment during the initial meeting of the class. The primary purpose of these presentations is to provide agribusiness students exposure to a variety of employment opportunities and to stimulate interest in the internship program. All students receiving credit for the internship and students participating in the ACCC cooperative internship program (regardless of whether they are receiving credit) are expected to present an oral presentation.

Presentations are expected to be made in a professional manner, consistent with the standards of the

industry in which the student interned. Presentations are to be 10 to 15 minutes in length with additional time allowed for questions. Students should dress professionally for the presentation. It is expected that students will augment their presentation with the appropriate use of visual aides.

The oral presentation can follow the general structure of the internship report. Allocate at least half of the presentation to discussing your special project. Try to make the presentation interesting; avoid simply listing the activities you were involved with during the internship.

Cooperative Internship

Students completing an internship with a cooperative have the option of fulfilling requirements to receive a Cooperative Intern Scholarship from the Arthur Capper Cooperative Center (ACCC).

1. Register with CES. Follow the department and ACCC guidelines as outlined on this website: http://www.agecon.ksu.edu/accc/internscholar/accc_intern.htm

2. Contact Seleise Barrett, ACCC Program Manager (sbarrett@agecon.ksu.edu or 785.532.1522), and register to participate in the ACCC Cooperative Intern Scholarship Program. Please register if you have an internship with a cooperative even if you choose to not participate in the scholarship option.

3. Complete the summer internship and the ACCC Cooperative Internship Scholarship project requirement.

4. Enroll in the Internship class during the Fall semester and complete the presentation requirements.

5. Submit a copy of your internship report to Dr. David Barton, ACCC Director and stay in contact with the ACCC.

Internship Visit

It is desirable that an on-site visit be completed by the Internship Coordinator or a Career and Employment Services representative during the course of the internship. The purpose of the visit is to ensure that the objectives of the internship are being met and all parties (student, employer, and the Department) are satisfied with the internship experience. The on-site visit also provides the student and Internship Coordinator an opportunity to visit about the special project, internship report, etc.

Business/Agency Responsibility

The primary responsibility of the business/agency is to ensure that the intern has a worthwhile educational experience. This responsibility represents an additional time and effort commitment that may not be present in a normal employment situation. If the business/agency and intern's immediate supervisor are willing to make this commitment, the internship has an excellent chance for success.

The intern's immediate supervisor will be requested to assist in the preparation of the learning objective

agreement and complete an evaluation form of the intern's performance at the conclusion of the internship. The supervisor is also requested to participate in the on-site visit.

If during the internship there is cause for dismissal, the employer has the right to terminate the internship relationship. It is important that the employer contact the Career and Employment Services (CES) office to explain the reasons for the termination.

Questions

Questions about internship policies and procedures should be directed to

Daniel J. Bernardo
Department of Agricultural Economics
342 Waters Hall
Kansas State University
Manhattan, KS 66506-4011
dbernar@agecon.ksu.edu
(785) 532-6702

Mary Ellen Barkley
Career & Employment Services
100 Holtz Hall
Kansas State University
Manhattan KS 66506-1701
mebark@ksu.edu
(785) 532-1682

Cherie Hodgson
Academic Program Coordinator
Department of Agricultural Economics
343 Waters Hall
Kansas State University
Manhattan, KS. 66506-4011
chodgson@ksu.edu
(785) 532-4559

Jennifer Brantley
Assistant Director
Career & Employment Services
100 Holtz Hall
Kansas State University
Manhattan, KS. 66506-1701
brantley@ksu.edu
785-532-1600

Agricultural Economics 445
Agribusiness Internship
Fall 2003

Instructor: Dr. Daniel Bernardo & Cherie Hodgson
Office: 342 Waters Hall
Phone: 532-6702

Catalog Description:

Approved and supervised work study programs in various areas of agribusiness. Project reports required.

Credit:

Zero to three hours depending upon the length and type of internship. This is a credit/no credit course.

Class Meetings and Attendance:

The class will meet only once, on Monday, September 8 from 4:00 - 5:00 pm in 342 Waters. *Attendance is required at this meeting for all students enrolled in the course.* At this meeting, students will receive their speaking assignment for presenting their oral presentation.

Course Content:

Guidelines and policies for agribusiness internships are listed in "Department of Agricultural Economics, Kansas State University, Agribusiness Internship Policies and Procedures." Prior to Thursday, Sept 8, all students should have submitted all written materials required by Career and Employment Services (CES). This class provides a forum for students to complete their final internship requirement -- an oral presentation of their internship experience.

Presentations:

6. Presentations are expected to be made in a professional manner, consistent with the standards of the industry in which you interned.
7. Presentations are to be 10-15 minutes in length and followed by a question and answer period.
8. Try to make the presentations interesting! Avoid simply listing the activities you conducted during your internship. Focus on some experiences and issues that you think other students might find interesting.
9. Some form of visual aid should be used in the presentation, preferably PowerPoint.
10. Dress appropriately for your presentation.