

AG 410 Internship Class - Information Packet

INTERNSHIP GUIDELINES

AG 410 – INTERNSHIP (1-12 credits, repeatable with a new/separate experience for an additional 4 credits.)
Offered: fall, winter, spring, and summer quarters.

An internship is a professional work experience, for which a student may receive academic credit. Internship credits are supervised by faculty in the Department, and may be approved for a wide variety of work settings. They will *not* be approved for work in your family’s business, or for work done previously (after-the-fact).

The purpose of the internship in the Agricultural Education and Agricultural Science department is to provide you with a learning experience that has immediate, real-world application. Ideally, it would provide the opportunity for students to put in practice some of the concepts they have learned in the classroom, and at the same time provide an opportunity to learn new skills and applications. It should not just be a ‘summer job,’ where the student is only providing routine manual labor, but an environment that allows for increasing responsibility and mentoring.

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INTERNSHIP GUIDELINES

AG 410 INTERNSHIP

An internship is to give students practical on-the job technical and cooperative work experience and to develop competencies in any of the many facets of agriculture or related industries.

INSTRUCTIONAL PURPOSE

Agricultural education trainers and interns will develop occupational and instructional competencies that can be utilized in the student's particular specialty area.

PREREQUISITES

- Have appropriate health and liability insurance coverage provided by the intern's employer/host.
- Made application to the internship program (Coop Ed Intern Approval & Learn Agreement).
- Obtained coordinator approval to enroll.
- Have a placement site located and approval prior to enrollment.

ACADEMIC AND PLACEMENT SITE SCHEDULING

It is the mutual responsibility of the intern and coordinator to organize the intern's academic and placement schedule so that conflicts do not occur.

The placement site is expected to accommodate the intern's academic needs by providing a work schedule consistent in hours and infused with meaningful activities.

CREDIT HOURS

- Based on the anticipated numbers of hours worked, students may enroll for 1-12 credit hours per term.
- In total students may earn a maximum of 16 credit hours in the internship program.
 - Additional credits over the 12 credit hours allowed per term to reach the max of 16 allowed must be taken in a new experience and in a different term.
- A minimum of 10 hours of relevant and related seminar activities may be provided each term.

The coordinator reserves the right to make the final determination regarding the number of credits for which an intern may enroll. This determination should be generally based on the number of hours the intern will work during the term and the quality of the learning activities available to the intern at the placement site.

The general guideline for receiving Internship credits based on average hours worked per week during their term are:

Average Work Hours/Week	Credit Hours
10-12	3
13-15	4
16-18	5
19-21	6
22-24	7
25-27	8
28-30	9
31-33	10
34-36	11
36-40+	12

For example, if Julie averaged 15 hours of work **per** week for the entire 10-week term, she would be eligible for 4 credits. Total hours equal 150 hours.

LAY-OFFS/TERMINATIONS

In the event that an intern is terminated from a placement site due to economic conditions, illness, poor performance, etc., the Internship coordinator will be responsible for determining whether the learning objectives for the placement site element have been met. If the requirements have been met, a grade will be issued. If they have not been met, the coordinator may issue an incomplete (I) or a failing (N) grade.

PAY/NON-PAY PLACEMENT SITES

Whenever possible, the intern should be paid for the Internship experiences; however, viable, no-pay experiences may be utilized.

TRANSPORTATION

All interns are required to make arrangements for their own transportation and transportation insurance to and from the placement site.

GRADING SYSTEM (see additional information on procedures and grading page).

It is the responsibility of the internship coordinator to make the final decision regarding interns' grades. Grades will be based on timely submissions of weekly reflections/reports, and a final-visual presentation and accomplishment of chosen competencies. Graded A-F.

DETAILED TIMELINE

BEFORE THE INTERNSHIP

- 1) **Have a site/experience in mind:** You can discuss proposed internship site or related ideas with your department academic advisor, or instructor(s) for the internship course. Once you secure a site, proceed with the required internship learning agreement/application.
- 2) **Fill out/Return Application:** Return your completed and signed Internship Learning Agreement to the department (first form within this packet).
- 3) After your internship is reviewed and approved, the internship coordinator and/or other office staff member will email you when the registration over-ride permission is in place for you to register for the course (AG 410).
 - a. You will need to fill out the Internship Approval and Learning Agreement.
 - b. Your Internship Supervisor will also need to fill out a Supervisor Verification form and send from their work email to Dawn separately
 - c. Both forms should be emailed to Dawn.Moyer@oregonstate.edu upon their completion
- 4) **Registration for AG 410:** Once you receive confirmation, register for the course, and be sure to change the number of credits to the appropriate/approved amount of credits. Note, it is variable, and you must register for your approved number.

DURING THE INTERNSHIP

- 1) **Weekly Reflections:** At the first day of the term, log-on to the AG 410 Canvas site. There will be weekly reports to submit via Canvas (unless other arrangements have been made). Specific requirements and due dates for weekly reports will be on this site. Reports must be submitted weekly, and are a part of your graded experience for the course.
- 2) **Midterm Evaluation:** an evaluation must be completed and turned in at the middle of the internship.
- 3) **Any Additional Requirements:** if you and your Internship Supervisor or Faculty Supervisor have agreed upon any other requirements for your internship these should also be completed during the internship.

AT THE END OF THE INTERNSHIP

- 1) **Supervisor Evaluation:** At the end of your experience, you will turn in a completed final evaluation (completed and signed by your site supervisor). This evaluation is needed in order to issue a final grade for your internship. Please submit the completed form via Canvas by finals week. We suggest arranging this meeting with your agency supervisor in advance. If there are circumstances which prevent the evaluation from being submitted on time, please discuss with your internship coordinator and/or advisor.
- 2) **Final Evaluation & Presentation:** In addition to the final evaluation form, you will submit a visual/final presentation due the last week of your experience (or Wednesday of finals week if completing your internship hours within a typical 10 week quarter). For this presentation, select 3 of your original learning objectives and create a PowerPoint or acceptable alternative (Prezi, Google Docs presentation). You will not have to present in person, rather we want to review this presentation as a way for you to demonstrate to reviewers that you accomplished what you set out to do. Additional information about the layout and grading of the evaluation is found on page 6.

INSURANCE & SAFETY INFORMATION (FOR STUDENT AND SITE):

Worker's Compensation: All student interns must be covered by an Employer/Organization's Workers' Compensation insurance when the student intern is defined as a "subject worker" by Oregon Workers' Compensation Law. A "subject worker" includes any worker for an Employer/Organization where an exchange of "remuneration for services" occurs. Remuneration is not explicitly defined; however, it may include lodging, stipends, gifts, etc. If student interns do not meet the definition of a "subject worker", the Employer/Organization may be able to add the student intern to its Workers' Compensation Insurance coverage by contacting their insurance agent or carrier. Oregon State University (OSU) only provides Workers' Compensation insurance coverage for student interns defined as OSU "subject workers" while performing duties for OSU. OSU does not provide Workers' Compensation insurance coverage for student interns performing duties to non-OSU Employers/Organizations.

Occupational Safety & Health Administration (OSHA): All Employers/Organizations shall maintain a safe working environment for student interns. This includes complying with all OSHA rules and providing an initial safety orientation, any precautionary safety instructions, training, and ongoing supervision for assigned duties. An experienced professional who has expertise in the content area of the internship shall be assigned to supervise the student intern throughout the internship and shall be available to the student intern in the event of any employment related accidents.

Hold Harmless or Indemnity Agreements: Because of the concern over liability during student internships, some Employers/Organizations may require Oregon State University and/or the student intern to sign a hold-harmless or indemnity agreement. **Student interns are PROHIBITED from signing an Employer/Organization's hold-harmless or indemnity agreement on behalf of Oregon State University.** If an Employer/Organization desires to enter into an on-going internship arrangement, all agreements between the Employer/Organization must be signed by one of the 16 authorized signators for Oregon State University through the Procurement and Contract Services Office.

In some cases, Employers/Organizations have asked students to sign a release of liability as a condition to accepting an internship. Student interns are recommended to NOT sign personal hold-harmless or indemnity agreements that assume liability as a condition to accepting an internship.

Web Reference:

<http://agsci.oregonstate.edu/ag-ed/undergraduate/internships>

Link to Statement of Expectations for Student Conduct:

<http://studentlife.oregonstate.edu/studentconduct>

AG 410 FINAL PRESENTATION INFORMATION

Organizing the Presentation: Per selected objective, create presentation style slides (minimum of 2 slides per objective) and expand upon how you specifically met or did not meet your original learning outcome/goal. Please include visual aids/pictures to enhance your “presentation.” **TIP:** It can be convenient to take and save targeted photos throughout your internship for this purpose (not just at the end). Photos should focus on you at your site (not external participants). Please see grading rubric for further explanation. If you are concerned about the use of photos example: photo of children, please consult with course instructor for alternative ideas.

This final presentation will be submitted directly to Canvas and/or emailed to the instructor if your internship falls outside of the typical 10 week term.

AG 410 - Internship Final Presentation		Grading & Notes: A – acceptable N—not acceptable
Grading Rubric		
Ideas and Content	1. Select 3 of your original learning objectives and describe how you effectively met these objectives in a visual presentation style format (eg: PowerPoint, Prezi, Google Docs). Each objective selected should have a minimum of 2 slides. Please use a “notes” function if you need to supplement or expand with additional text.	
Organization & Inclusion of visuals	2. Presentation is well organized, with use of visuals/photos. Please note, photos should focus on you performing tasks at your site. Use of photos are solely for educational evaluation purposes.	
Conventions (grammar, mechanics, punctuation)	3. Grammar, spelling, and capitalization are correct.	
Timely submission	4. Due Wednesday of finals week, unless otherwise arranged with instructor. Submit via blackboard.	
Comments/Feedback:		

AG 410 Internship Class - Application Packet

Please fill out this form and email to Ag.Education@oregonstate.edu before the beginning of the term that you wish to intern or as early in the term as possible. Late forms may be past the deadline to add classes.

A. STUDENT: To be completed by student. *Please note, OSU cannot authorize distance education based on internship opportunities in Maryland, Massachusetts, New Hampshire, and Tennessee.

LAST NAME _____ FIRST _____ M.I. _____

ADDRESS _____ TELEPHONE: (____) _____
Street City State Zip Code

PERMANENT ADDRESS _____ TELEPHONE: (____) _____
Street City State Zip Code

E-MAIL ADDRESS _____ MAJOR/MIOR _____

ID NUMBER _____

CLASS STANDING: FRESHMAN _____ SOPHOMORE _____ JUNIOR _____ SENIOR _____ GRAD _____

B. ORGANIZATION OFFERING INTERNSHIP: To be completed by student and internship supervisor.

COMPANY/AGENCY: _____ STUDENT'S JOB TITLE _____

NAME OF SUPERVISOR: _____ TITLE: _____

COMPANY ADDRESS: _____ TELEPHONE: (____) _____
Street City State Zip Code

PAYMENT (if applicable) Salary/Mo.: _____ OR STIPEND AMOUNT: _____

HOURS PER WEEK: _____ SUPERVISOR'S EMAIL: _____

HEALTH INSURANCE COVERAGE PROVIDED Yes No (circle one)

LIABILITY INSURANCE (WORKER'S COMP.) COVERAGE PROVIDED Yes No (circle one) **(please see info about insurance requirements in the AG 410 Information Packet)**

C. . INTERNSHIP/JOB DESCRIPTION. Please describe in detail what your role(s) and responsibilities will be at the site. List duties, including projects to be completed with deadlines (if relevant). Can use additional page as needed.

REQUIRED: Internship Start Date: _____ End Date: _____

D. OSU INTERNSHIP COORDINATOR/FACULTY SECTION (To be completed by university contact, not student)

FACULTY OR INTERNSHIP SUPERVISOR: _____

DEPT.: _____ TELEPHONE: _____ NON-CREDIT: YES ___ NO ___

IF FOR CREDIT, COURSE # _____ NO. CREDITS APPROVED: _____ CO-OP CREDITS TO DATE _____

TERM STUDENT REGISTERING FOR CREDIT(S): _____ OVER-RIDE/EMAIL TO STUDENT: _____

How internship was secured (announcement, list-serve, college/dept. site, on own): _____

Other notes/arrangements: _____

E. STUDENT'S LEARNING OBJECTIVES: To be completed by student and internship supervisor.

It is recommended to establish at least one to two objectives within the following categories, with specific strategies for each objective. If it is not possible immediately to complete together, review these objectives with your internship supervisor within one week of start date. Can use additional pages as needed.

Academic Learning: ideas, concepts or theories related to major/field of study or current research.

Skill Development: skills specific to major, occupation, technical, critical thinking, oral/written communication, problem solving, identification, participating in research.

Personal/Professional Development: career awareness, clarification of work and professional values, self-confidence, leadership.

LEARNING OBJECTIVES: Please note which category your objective falls under (see above).

Example: I want to learn preferred methods; timing and technicalities about planting cover crops. This will enhance my academic learning within soil quality, and increase my technical skill development. By the end of fall, I hope to have learned about two new crops.

Example: I would like to increase my professional development and career awareness by experiencing a new area of the industry.

1. _____

2. _____

3. _____

4. _____

5. _____

F. ADDITIONAL REQUIREMENTS

Please describe here regular interactions, responsibilities and measures by which student will interact with employer in the day to day. Please also describe if there are additional evaluations and their criteria that go along with these responsibilities.

Student Responsibilities: (Weekly reports, supplemental reading, end of term project/presentation, availability to employer, attending meetings etc....):

Employer Responsibilities: (Describe how student’s work will be evaluated, when, and by whom, or any other evaluation/supervision, as applicable. *Note, the student is required to have you completed a final evaluation at the end of his/her experience):

Student Signature _____ Date _____

END OF APPLICATION. Please fill out application entirely and email application along with any supporting documents to Ag.Education@oregonstate.edu for approval.

Oregon State University is an affirmative action/equal opportunity employer and complies with Section 504 of the Rehabilitation Act of 1973.

**AGRICULTURE INTERNSHIP
AG 410
College of Agricultural Sciences
Oregon State University**

Final Evaluation of Student Internship Program

To be done by Internship Supervisor. Can be printed and scanned or filled out online.

Student's Name _____ Position _____

Date _____

Internship Agency/Business _____

Agency/Business Supervisor & Title: _____

INSTRUCTIONS: To be completed by the Agency/Business Supervisor. The Agency/Business Supervisor should review and discuss his/her evaluations with the student before mailing to the Internship Coordinator. If you have no basis to rate item, check Did Not Observe.

Rating Scale: 5 = Excellent 4= Above Average 3 = Average 2 = Fair 1 = Unsatisfactory

	<u>RATING</u>	<u>DID NOT OBSERVE</u>
A. Performance and Completion of Assignments		
1. Executes all work assignments completely and within a reasonable time period.	_____	_____
2. Careful and precise in completing assignments	_____	_____
3. Punctual in turning in reports and assignments	_____	_____
4. Reliably performs all assigned tasks	_____	_____
5. Able to perform well without supervision	_____	_____
B. The Agency/Business Setting		
6. Studies available materials about the Agency/Business concerning policies, rules, regulations, procedures, and practices	_____	_____
7. Asks relevant questions concerning the Agency/Business	_____	_____
8. Demonstrates interest in the operations and functions of the Agency/Business	_____	_____
C. Professional Relationships		
9. Demonstrates courtesy and good manners	_____	_____
10. Shows consideration and regard for the feelings and circumstances of others.	_____	_____
11. Shows skill in dealing with persons or difficult situations without giving offense	_____	_____
12. Demonstrates self-respect and pride in conducting the affairs of his/her position	_____	_____
13. Adjusts to changes and modification	_____	_____
14. Shows enthusiasm for the work activities and setting	_____	_____
D. Acceptance of Direct and Indirect Supervision		
15. Shows ability to accept constructive criticism	_____	_____
16. Openness to new ideas	_____	_____
17. Willingness to correct inappropriate actions	_____	_____
18. Makes use of suggestions	_____	_____
19. Is interested in learning new ideas as opportunities are made available	_____	_____

	<u>RATING</u>	<u>DID NOT OBSERVE</u>
E. Personal Appearance		
20. Demonstrates ability and desire to maintain a standard of personal appearance in keeping with the demands and prestige of the position	_____	_____
21. Wears appropriate dress for the setting and activity	_____	_____
22. Maintains good personal hygiene	_____	_____
F. Agency/Business Goals		
23. Loyal in carrying out the policies and procedures of the Agency/Business	_____	_____
24. Participates in and contributes to staff meetings	_____	_____
25. Observes rules and regulations set by the Agency/Business	_____	_____
26. Ability to adapt to the Agency/Business program	_____	_____
27. Ability to make constructive recommendations for changes or improvements	_____	_____
G. Agency/Business Programs or Projects		
28. Ability to analyze problems	_____	_____
29. Ability to organize and use available resources	_____	_____
30. Ability to schedule facilities	_____	_____
31. Ability to express assigned program areas in writing	_____	_____
32. Ability to express assigned program areas verbally	_____	_____
33. Willingness to take responsibility for the coordinating, implementing, and evaluating of needed programs or projects	_____	_____
34. Ability to arouse and develop participant interest in assigned program areas	_____	_____
35. Ability to use good judgment in considering consequences of actions prior to implementation of program areas	_____	_____
36. Awareness of limitations of resources and equipment	_____	_____
Evaluating		
37. Ability to assess the Agency/Business measurable goals and objectives	_____	_____
38. Ability to report results of assigned program areas with suggestions and recommendations for improvements	_____	_____
I. Work Department		
39. Demonstrates promptness and preparedness for daily activities when reporting to work	_____	_____
40. Punctual in reporting for work	_____	_____
41. Reliably reports to work when expected (no unauthorized absences)	_____	_____
J. Professional Role		
42. Conducts self in a straightforward, ethical manner	_____	_____
43. Shows level headedness and dignity in the performance of his/her duties	_____	_____
44. Understanding and tolerance of others where views are different from his/her own	_____	_____
45. Conducts self as a professional in a manner dictated by the prestige of his/her position	_____	_____

Final Evaluation of Student Internship Performance

Page 3

K. General Overall Rating

____ Excellent; ____ Above Average; ____ Average; ____ Fair; ____ Unsatisfactory

Strong Points _____

Weak Points _____

Additional Comments _____

Signature of Agency Supervisor _____

Date

Signature of Intern _____

Date