

INTERNSHIP HANDBOOK

Department of Agricultural Sciences



Sam Houston State University

Adopted December 2, 1999

Revised May 1, 2005

DEPARTMENT OF AGRICULTURAL SCIENCES

Sam Houston State University

Internship Program

PROGRAM OBJECTIVES

The internship program in the Department of Agricultural Sciences at Sam Houston State University is designed to provide experience-based learning opportunities deemed important by students, faculty, and employers. The importance of agricultural internships was expressed by students at the “Kellogg Foundation Visioning Conference”. As a means of becoming involved in the educational process, many employers are establishing internship programs for students. The visible presence of an internship program at Sam Houston State University encourages, acknowledges and strengthens relationships with the community and agricultural industries.

Students generally seek an internship experience at the end of their sophomore and/or junior years. Student achievements/benefits resulting from participation in the program include:

- Integration of classroom theory with actual experience in the workplace.
- An opportunity to examine the structure and functions of the firm, organization, agency and industry.
- An opportunity to evaluate career options and choices.
- Development of professional contacts.
- An opportunity to develop and enhance communication skills.
- Partial coverage of educational expenses through the wages received from the assignment.
- Enhancement of permanent placement potential, starting salary, and position options.
- Development of interpersonal relations skills.
- Provides students with practical “on-the-job” skills desired by many employers.
- Development of personal independence, work ethic and a sense of responsibility.

The program meets several needs of the employers, including:

- Internships provide a source of well-motivated and productive employees.
- The program facilitates recruitment into and retention of human resources within agricultural professions.
- Interns permit better utilization of higher salaried personnel.
- The program provides an opportunity to be involved in the university academic programs.
- Students may bring new ideas, perspectives and methods to the work site.

Faculty are not the primary beneficiaries; however, the program is an excellent faculty development activity with the following benefits:

- Faculty observe and interact with companies within their specialty areas which provides a means of updating technology, management strategies and technical information.
- Faculty observe first hand the student's integration of classroom theory with application. Refining one's curriculum based on these observations and interactions enhances the student's education.
- Opportunities to evaluate student performance outside the classroom facilitates writing strong letters of recommendation for students.

A list of selected Agencies and Companies that are known to offer internship opportunities is attached at the end of this document

PROGRAM PROCEDURES AND STUDENT RESPONSIBILITIES

- A. Student Eligibility
1. Minimum semester hours - 30 hrs. including 15 within the academic major/minor.
 2. Minimum grade point average - 2.25 overall, 2.5 within academic major/minor.
 3. Minimum grade of “C” or higher in ENG 164 & 165 (or equivalent) and Technical Writing/Ag. Communications courses.
 4. Transfer students become eligible upon the successful completion of one full-time semester if all other eligibility requirements are fulfilled and apply according to instructions on announcements.
 5. Special information regarding Industrial Technology Trades and Industry Certification Program internships (IT 490T) - Due to the unique structure of this program, the above listed eligibility requirements do not apply. See the Trades and Industry Certification Program coordinator regarding specific requirements for this program.
- B. Student Responsibilities
1. Obtain an “Application Form” and
 - a. Complete “Student Application Form” and submit to the Program Coordinator in Room 222, Thomason Bldg. For on-campus employer interviews, coordinate with the Department of Agricultural Sciences or SHSU Career Services. Off-campus interviews should be coordinated through the faculty coordinator.
 - b. Accept/decline the position and inform faculty coordinator.
 2. Before leaving campus
 - a. Visit faculty coordinator to
 - 1) discuss possibilities, objectives, and completion requirements; and
 - 2) finalize plans for the internship.
 - b. Arrange for registration and payment of tuition as approved by advisor.
 3. On the job
 - a. Complete and send progress reports specified by faculty coordinator.
 - b. Finalize Learning Objectives with employer, sign and return to Faculty Coordinator by the **end of the first work week**
 - c. Inform employer of faculty coordinator's visit and arrange time for all three (student, employer, Coordinator) to meet.
 - d. Provide employer with the “Employee Evaluation Form”.
 - e. Conduct a special project if requested by the employer.
 - f. Faculty coordinator may assign additional assignments for satisfactory completion of the course.
 6. After work assignment is completed and student returns to campus:
 - a. Complete final work site and work experience evaluation form and return to faculty coordinator before the end of your first week back on campus.
 - b. Complete a special project report and hand in to your faculty coordinator by the date specified on the application.
 - c. Prepare a poster presentation to be used to display internships to other students.
- C. Student requirements for completing the Internship Program
1. Internship students will receive one to six academic hours of credit as agreed by the student and Faculty Coordinator prior to initiating the internship.
 2. Hours of credit will be determined by the following: a minimum of 100 hours of internship study is equivalent to 1 semester hour of credit.
 3. A maximum of 6 internship credit hrs may be used towards graduation. This may represent a single 6 hr. internship or multiple internships.

4. Registration for internship credit may be concurrent with the internship activities or the following semester as approved by the Internship Coordinator PRIOR to the initiation of the internship.
- D. Campus Interviews
1. Students are responsible for checking the bulletin boards in the Thomason Building and Career Services for on campus interview schedules.
 2. After the posting of an internship opening, students will be allowed to sign up for an interview appointment.
 3. Interviews will be scheduled by the Career Services or the Agricultural Sciences Departmental Office.
 4. Students must be appropriately attired and groomed for the interview. The student should consider the dress style of the business/agency they are interviewing with.
 5. Credentials required for interviewing and placement:
 - a. SHSU student application
 - b. Resume (current)
 - c. References
 - d. Other information or applications as specified by employer. All materials should be typed/word processed.
- E. Alternative interview/selection screening by employers
- Employers may choose not to do campus interviews. Other interview options include, but are not limited to, phone interviews, students interviewing at employer location, and screening and selection based upon written application documents.

EMPLOYER RESPONSIBILITIES

- A. The work assignment must provide experiences related to one of the major or minor fields of study in the Department of Agricultural Sciences.
- B. The responsibilities of the position should be such as to provide the student meaningful and challenging opportunity above that of general labor such as technical or managerial responsibility.
- C. The position should provide work/internship experiences for the duration of the internship.
- D. The employer will assist in the development, implementation and achievement of the students learning objectives and special project if appropriate.
- E. The employer will complete evaluations of the student's work at appropriate intervals during the field assignment.
- F. The employer will notify the faculty coordinator of any dissatisfaction with a student's work, personality, or other problems that may arise on the job.
- G. If the employer feels termination is necessary, the faculty coordinator must be notified in advance of such action.
- H. Compensation - It is anticipated that student interns will receive compensation based upon duties and assignments specified by the firm/agency. In some situations it may be advantageous for the student to accept an internship for no pay if the benefits of the experience enhance the student's employment skills. The employer is expected to accept all legal responsibility for each intern as an employee.

FACULTY COORDINATOR'S RESPONSIBILITIES

Student Activities

- A. Counsel prospective intern students.
- B. Develop internship positions in cooperation with industry and governmental organizations.
- C. Work with students to develop learning objectives and make final approval of learning objectives.
- D. Maintain communication with interns while they are at the internship site. The instructor is encouraged to make an on-site visit with each student and employer during the work experience.
- E. Evaluation of student
 - a. Employer's evaluation of student intern
 - b. Instructor's evaluation of student's final report and oral presentation

APPLICATION AND PLAN FOR INTERNSHIP PROGRAM

DEPARTMENT OF AGRICULTURAL SCIENCES
P.O. BOX 2088
SAM HOUSTON STATE UNIVERSITY
HUNTSVILLE, TX 77341

PLAN FOR INTERNSHIP PROGRAM

Student's name _____ Social Security Number _____

Local Address _____ Street _____ Home Address _____ Street _____

City _____ State _____ Zip Code _____ City _____ State _____ Zip Code _____

Local Phone (____) _____ Cellular Phone (____) _____

Home Phone (____) _____ E mail _____

Academic Advisor _____ Major/Option _____

Credit Hours Completed _____ Cumulative Grade Point Average _____

Credit Hours Within Major _____ Major/Minor Grade Point Average _____

Supervising Agency/Company _____

Phone Number (____) _____

Agency's Address _____ Street _____

City _____ State _____ Zip Code _____

Type of enterprise or business _____

Date and duration of internship: Beginning date _____ Ending date _____

Internship Position Title (if appropriate) _____

Pertinent courses completed:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____
- (9) _____

Specific Objectives of the Internship:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____

Semester Credit Hours Approved _____ Semester in which enrollment is planned _____

I agree to complete the internship and will prepare a detailed, type-written final report explaining my internship activities and including any suggestions for improvement of the program. I will prepare and present an oral report of my internship to specified classes as recommended by my faculty advisor. The report is to be submitted to the academic advisor. I will submit the report by _____

Date

Student's Signature

Date

I have reviewed this Plan for Internship and find it consistent with the student's educational objectives.

Academic Advisor

Date

The cooperating agency agrees to provide the student an opportunity to obtain actual experience in the areas outlined above. The student's immediate supervisor will be responsible for evaluating the student's performance and forward to the academic advisor at the end of the internship.

Name

Title

Signature of company representative & date _____ Date _____

Address (if different from agency): _____

Street

City

State

Zip Code

Telephone _____ FAX Number _____ E-mail Address _____

SUPERVISOR'S EVALUATION OF STUDENT PERFORMANCE DURING INTERNSHIP PROGRAM

DEPARTMENT OF AGRICULTURAL SCIENCES
SAM HOUSTON STATE UNIVERSITY
HUNTSVILLE, TX 77341

Please circle the letter grade that you believe the student should receive for his or her performance during this internship:

Student Name _____ **A B C D F**

We would appreciate your cooperation in rating this student in terms of his or her performance on internship placement in your agency, business, or operation. Your response will help the academic advisor in assigning a letter grade and identifying areas requiring attention in the student's continuing professional development. Thank you for your cooperation.

Criteria:	Rating (check one)				
	Excellent	Good	Fair	Unacceptable	Not observed or not applicable
A. Personal Characteristics					
1. Cooperates with management					
2. Cooperates with other workers					
3. Willingness to work					
4. Dependable					
5. Honest					
6. Ethical behavior					
7. Shows initiative					
8. Appearance					
9. Motivation					
10. Personality					
11. Accepts supervision					
12. Accepts constructive criticism					
13. Punctuality and attendance					
14. Professional attitude					
B. Skills					
1. Shows leadership ability					
2. Communication - oral					
3. Communication - writing					
4. Shows mechanical ability					
5. Learns new operations					
6. Adaptable to a variety of jobs					
C. Potential for a career in this industry					

Continue on next page

Student Name _____

1. Was the student adequately prepared to work in your program? Yes _____ No _____ Somewhat _____

a. In terms of academic preparation, list any areas in which the student appeared to be well-prepared.

b. List any areas in which you believe additional preparation would have improved the student's capability to work in your agency, firm or company.

2. How did the student demonstrate his or her acceptance of responsibility for program planning and implementation?

3. In your opinion, what are: a) the student's greatest strengths, and b) areas that need improvement?

4. Did you get your money's worth from this student? (i.e. Was the student's contribution to your business, firm or agency worth at least as much as you paid?)

Yes _____ No _____ Maybe _____

5. Some interns may be fairly early in their college education, but based on what you've experienced with this intern, what recommendations do you have to include in this student's academic program that would more adequately prepare the student for future professional roles?

6. Would you be willing to place another student with a similar background on internship at your agency?

Yes _____ No _____ Maybe _____

If yes, we will add your name and address to our list of approved internship sites.

If no, would you please indicate the reason why your agency can no longer participate in our Internship Program? This information may assist us in future planning.

7. Additional comments.

_____ **Supervisor's Signature** _____ **Date**

8. If you have questions regarding this evaluation form, please contact the student's academic advisor by calling (936) 294-1215. When completed, return this form to:

Internship Supervisor
Department of Agricultural Sciences
Sam Houston State University
Huntsville, TX 77341-2088

GUIDELINES FOR THE STUDENT'S FINAL REPORT

An internship experience is much more than a job. It is a valuable portion of your educational program in preparation for a professional career. For us to evaluate your progress and the outcome of your internship, a report is needed from you describing what you have learned. The preparation of this report will help you evaluate your professional development leading to your career goals. Your report must be received by your academic advisor **prior to the last class day of the semester**. Reports are to be sent or delivered to Internship Supervisor in the Department of Agricultural Sciences, Sam Houston State University, Huntsville, TX 77341-2088.

Final Report

The final report should reflect an evaluation of the complete internship program. It should be typed or word processed in a standard report format. The final report should include:

1. A record or log of significant activities.
2. Summary evaluation explaining:
 - a. how the internship program relates to your interests and career goals.
 - b. suggestions and recommendations to other students who might wish to pursue an internship with your cooperating agency.
 - c. changes you plan to make due to the internship experience (i.e. courses to take, change in major, career plan changes, etc.).
3. A Poster Presentation explaining:
 - a. the organizational structure and function of the cooperating firm or agency sponsoring the internship. Describe your responsibilities and indicate your assignment within the overall organizational structure.
 - b. how your pre-planned objectives were implemented and the outcome of each.
 - c. the activities associated with your area of responsibility in relation to your interests and background.
 - d. photographs and/or illustrations of your activities while on the internship.

In addition to the specific points to be addressed in the final report, you may describe any other observations or experiences not specified above. Your supervisor should be given the opportunity to review your report before it is given to the academic advisor. This procedure will help to avoid releases of any confidential or restricted information regarding the firm or organization.



**SAM HOUSTON STATE UNIVERSITY
AGRICULTURE DEPARTMENT INTERNSHIP PROGRAMS**

EMPLOYER INFORMATION SURVEY

Semesters: ___ Spring, January 1 - May 31 ___ Summer, June 1 - August 31 ___ Fall, September 1 - December 31

Person to contact _____ Title _____

Organization _____

Address _____

Street City State Zip Code

Telephone Number _____

Intern Job Title _____ Location _____

Co-op/Intern Job Description _____

Major/Pre-requisites/Minimum Criteria _____

Is Salary Expected (Y/N) _____ Details/Pay Rate _____

Is Housing Available (Y/N) _____ Details _____

Date Intern Job Begins _____

3 Month Position ___ 6 Month Position ___ Other _____

Work Hours _____ Full-time _____ Part-time _____

Position posted as: ___ Campus Interview ___ Bulletin Board Posting

If you indicated campus interview, what date(s) would you prefer?

1) _____ 2) _____ 3) _____

Do you want to interview: ___ Full day ___ Half day (morning or afternoon)

If you indicated a bulletin board posting, when is the deadline that you'd like to receive a cover letter and student application from the student? (If you have a formal application form, please send.)

Do you have information/informational brochure? ___ Yes ___ No (If you have information, please send.)

Comments: _____

Please return a copy to:

Internship Supervisor
Department of Agricultural Sciences
Sam Houston State University
Huntsville, TX 77341-2088

ADMINISTRATIVE RESPONSIBILITIES

A. Chair/faculty coordinator- Department of Agricultural Sciences

1. Responsible for overall administrative direction and operation of the Internship Program
2. Recommend faculty assignment for internship class.
3. Supervision and evaluation of internship and instructor.
4. Career Fair
 - a. Coordinate Career Fair activities in cooperation with Career Services Office and other appropriate campus programs.
 - b. Preparing annual budget proposal
 - c. Approving expense vouchers
 - d. Reporting to the Dean regarding questions, issues relating to budget concern
 - e. Coordinate faculty/employer advisory committee.

B. Academic Program Coordinator Responsibilities

1. General Office Duties
 - a. Manage the daily operations of the Internship Office.
 - b. Production of typed copy
 - c. Coordination of typed copy
 - d. Reproduction of materials
 - e. Distribution and preparation of mail
 - f. Procurement and maintenance of supplies, office machines and materials.
 - g. Make travel arrangements
 - h. Schedule meetings
 - i. Maintain supply of forms, brochures, pamphlets, etc.
2. Communication of Verbal Information
 - a. Greet students
 - b. Distribute application forms, brochures, pamphlets, and answer general questions concerning the program as requested by students and employers.
3. Coordination of Company Interviews
 - a. Coordinate scheduling of campus interview dates, times, and interviewing rooms as requested by the company representative or faculty coordinator.
 - b. Send confirmation letters, campus maps, and parking permits
 - c. Call employer to verify interview dates and times.
 - d. Monitor student signing up for interviews (check GPA, Major, etc.)
 - e. Distribute application forms, company literature and answer questions concerning company and program applications.
 - f. Prepare interview schedule and students applications for employer distribute schedule to faculty coordinator.
 - g. Contact students and faculty if more students are needed to fill interview schedule.
 - h. Monitor interviews to assist employer if necessary, contact students if late for interview.
 - i. Final summary of interview schedule at year's end.
4. Posting Job Openings
 - a. Maintain current listing of openings by faculty coordinators and majors and post as appropriate for student access.
 - b. Assist students who are seeking potential Coop Ed/Internships.
 - c. Answer question on application procedures and closing dates.
5. Development and Maintenance of Department Files
 - a. Develop and maintain general office files.
 - b. Maintain up to date files on:
 1. Student applications
 2. Students place files (active and history)
 3. Active employer files
 4. Employer files (agency and industry brochures)

6. Registration
 - a. Keep list of students who have accepted employment.
 - b. Check GPA and number of credits earned to be sure student qualifies for program.
 - c. Provide students with necessary registration information.
 - d. Explain forms in student work packets to students.
 - e. Collect completed student information sheet, and signed Pass/Fail form from students.
 - f. Complete students grade report to submit to Registrar.
 - g. Register off campus students by walking through their registration for them, including paying their fees.
 - h. Check class roster printouts to be sure all students have registered and check number of credits against office records
7. Supervise Student Workers (Work Study/Student Assistants)
8. Assist the Chair in the Coordination of the Career Fair with the Career Services Office.