

# **Agribusiness Internship Policies and Procedures**

**Summer 2016**

Department of Agricultural Economics  
Kansas State University



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**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 program, but also could affect your job search after graduation.

Students completing an agribusiness internship may earn academic credit by enrolling in AGEC 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:

- ★ Locate a business willing to sponsor you as an intern
- ★ Pick up the Internship student packet in 343 Waters Hall
- ★ Turn in the Faculty Approval/ Job Description form to Waters 343. A job description should accompany the form. (Due by May 2, 2016 for summer internships.)
- ★ If you are enrolling for academic credit, obtain a permission in Waters 343 and enroll in AGEC 445 for Fall semester.
- ★ Complete the internship, and submit all of the necessary material required. Material and due dates are as follows:

May 2	Registration & Job Description/ Faculty Approval Form
June 13	Learning Objectives Agreement
July 6	Interim Report
August 15	Student Performance Review
August 15	Employer Performance Review
August 15	Final Report due to Waters 343
- ★ Internship material/ forms/ deadlines may be found on the department website.
- ★ If enrolled in AGEC 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 CAAA 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 344.

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. There is no charge to register with CES and use their services.

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 400 hours work agreement which equals 10-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 AGE 445, Agribusiness Internship, during the Fall Semester. (Students on an ACCC internship may receive zero to three hours of credit.) The course is graded on credit/ no credit basis. Only three hours of internship credit can be applied to the 127 hours on the program of study, and can only be used as a free elective. (See the Academic Program Coordinator in Waters 343 to get permission to take AGE 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 AGE 445, the student must give an oral presentation on their internship experience following the completion of the internship. Details concerning the presentation are provided on the next page.

## **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 the 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**

The Arthur Capper Cooperative Center (ACCC) would like to encourage students to seek an internship with a local or regional cooperative. The primary objective of the Cooperative Summer Intern Program is to provide a student interested in the field of cooperative marketing, farm supply, and services some experience and knowledge on the management and operation of a supply, and services some experience and knowledge on the management and operations of a cooperative. The student must be a junior or senior by next fall semester. Students in other departments, such as Agronomy and Animal Science, are welcome to participate and may choose to enroll in an intern course within their department.

If you participate in a cooperative internship you must register with CES, register with Seleise Barrett, ACCC Program Manager ([sbarrett@ksu.edu](mailto:sbarrett@ksu.edu), (785) 532-1522 and follow the department and ACCC guidelines. For more information visit our website: [www.agecon.ksu.edu/accc/internscholar/accc\\_intern.htm](http://www.agecon.ksu.edu/accc/internscholar/accc_intern.htm)

## **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 if there is a cause for dismissal, the employer has the right to terminate the internship relationship. It is important that the employer contact Cherie Hodgson to explain the reasons for the termination.

## **Questions**

Questions about internship policies and procedures should be directed to:

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

Agricultural Economics 445  
Agribusiness Internship  
Fall 2016

**Instructor:** Cherie Hodgson  
**Office:** 343 Waters  
**Phone:** 532-4559

**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.

**INSTRUCTOR PERMISSION REQUIRED**

**Class Meeting and Attendance:**

The class will meet only once, on Thursday, 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, all students should have submitted all written materials required. This class provides a forum from students to complete their final internship requirement—an oral presentation of their internship experience.

**Presentations:**

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



## **Interns in the Department of Agricultural Economics**

21<sup>st</sup> Century Alliance, Manhattan  
ADM- Bension Quinn Commodities, Kansas City, MO  
ADM Investor Services, MO  
Advance Training, Bloomington, IL  
Al Ghurair Foods  
American Cyanamid, Lawrence, Pratt, Wichita, and Manhattan Districts  
American Soybean Association, St. Louis, MO  
Andale Co-op, Andale  
Archer Daniels Midland (ADM), IL  
Area Chamber of Commerce, Wellington  
Asgrow Seeds, Gray, Finney & Haskell Co  
Bartlett & Company, Kansas City, MO  
BASF, Olathe  
Beachner Grain, St. Paul  
Benson-Quinn Commodities, Inc. Kansas City, MO  
Blakely Crop Hail, Inc., Topeka  
Brown Col Coop, Hiawatha  
Cargill Ag Horizon, Tipton, IN  
Cargill, McPherson: Nebraska: Sterling, CO  
Cargill-Grain, Alta, IA  
Cargill-Nutrena Feeds, McPherson  
Carl Leatherwood, Cimarron  
Cattle Soft Inc., TX  
Cenex Harvest States, Overland Park  
Central Band & Trust Col, Hutchinson  
Cerexagi, Inc., Sublette  
Chamber of Commerce Manhattan  
Chris Hofer, KS  
Citizens State Bank & Trust Co., Hiawatha  
Clifton Co-op Shipping Assn., KS  
Co-Ag, Menlo  
Co-Bank, Wichita  
Collingwood Grain, Hugoton, Little River, Sublette  
Community National Bank, Chanute  
Congressman Jerry Moran's Office, Washington D.C.  
Co-op Grain & Supply, Hillsboro  
Cornbelt Chemical Company, McCook, NE  
Country Stampede  
Crop Quest, Dodge City  
DeKalb Genetics Corp., Dumas, TX  
Department of Agronomy, KSU, Manhattan  
Department of Commerce & Housing Topeka  
Department of Administration, Division of Account & Reports, Topeka  
Earley Ford Tractor, Cameron, MO  
Eli Lilly Company, TN  
Emch Feed & Elevator Co. Inc., Madison

Enterprise, Alexandria, VA  
Farm Credit Bank of Wichita, Wichita  
Farm Credit Bank, CO  
Farm Credit Services of Central Kansas, Wichita  
Farm Credit, Hutchinson  
Farmer's Commodity Cooperation, Kansas City  
Farmer's Co-op, Garden Plain, Greenleaf, Lawrence, Manhattan, Sabetha  
Farms & Merchants Bank, Colby  
Farmer Band & Trust, Atwood  
Farmers Commodities Corp., Kansas City, MO & Omaha, NE  
Farmers Insurance, KS  
Farmland Industries, Kansas City, MO & Overbrook  
Farmway Coop, Beloit  
FCC, Kansas City, MO  
Federal Reserve Bank of Kansas City  
FFF/4-H Program, Norway  
Fidelity State Bank, Garden City  
First National Bank, Abilene, Wamego, Wellington, Cherryvale, Norton  
First State Bank of Burlingame  
Five Rivers Cattle Feeding, TX  
FMC Chemical, Wichita, Garden City  
Foreign Agriculture Service/ USDA, D.C.  
Franklin Co. Livestock Commission Co.  
Frontier Farm Credit, Manhattan  
Geary County Kansas  
Geary Grain, Inc., Junction City  
General Mills, Minneapolis, MN  
Global Outreach, Hungary  
Gold Bank, Clay Center  
Gottsch Feeding, Elkhorn, NE  
Grant County Feeders, Ulysses  
Guetterman Brothers Elevator, Bucyrus  
Har-EL Acres, Conway Springs  
Harvey County Extension Office, Newton  
HFC, Manhattan  
Hormel Foods, MN  
Humboldt National Bank, Humboldt  
HybriTech Seed International, Berthoud, CO  
IBP, Emporia  
Jarboes Nursery & Garden Spot, Holton  
JC Robinson Seeds/ Golden Harvest Seed Co., NE  
John Deere Ag Management Solution, Urbandale, IL  
John Deere Training Center, Wichita  
John Deere, Davenport, IA  
Johnson Co. Extension Office, Olathe  
Kalvesta Implements Co., Kalvesta  
Kan Equip, Inc., Marysville  
Kansas Ag Statistics Service, Topeka  
Kansas City Board of Trade, Kansas City, MO

Kansas Crop Performance Testing, Manhattan  
Kansas Farm Bureau  
Kaw Valley State Bank & Trust, Topeka  
Kimrock Feeders, Cimarron  
Koch Ag, Wichita  
KPM Computer Solution, Winfield  
KS Wildlife & Parks, Norton  
KSU, Office of Local Government, Manhattan  
Land O' Lakes Finance Co., Arden Hill, MN & Fort Dodge, IA  
Leachman Cattle Co., Argentina  
Lindburg & Vogel Chartered  
Linn County Extension Office, Mound City  
Lipha Tech, KS & OK  
Logan Grain Company, Inc., Logan  
Machinery Link  
Mid-Kansas Co-op, Lindsborg, Inman, Moundridge  
Monsanto Global Seed Group, Anamosa, IS  
Monsanto, Clarion, IA & Minneapolis  
Mt. Vernon Ladies Association, Washington, D.C.  
NAMA—KSU, Manhattan  
National Ag Statistics, Topeka  
National Association of Wheat Growers, Washington D.C.  
National Bank of Commerce, Lincoln, NE  
National FFA Organization Global Programs  
Newsham Hybrids, Colorado Spring, CO  
Nobel Foundation, OK  
North central Kansas Cooperative, Hope  
Norvatis, Hutchinson  
Orscheln Farm & Home Supply  
Pankratz Implement Co., Hutchinson  
Paragon Investment  
Pat Robert's Office, Washington D.C.  
Pauline Farmers Co-op, Topeka  
Pawnee Mental Health Services, Inc., Manhattan  
Peoples State Bank, Ellinwood  
Phillips County Extension Services, Phillipsburg  
Philmont Scot Ranch, NM  
Pioneer Hi-Bred International, Des Moines, IS & Indianapolis, IN  
Premium Standard Farms, Princeton, MO  
Production Advisory Service, Inc., Sublette  
Prudential Securities Incorporated, New York, NY  
Pueblo Chemical, Garden City & Goodland  
Ranch Management Group, KS  
Rangeland Cooperatives  
Representative Sharon Schwartz's Office, Topeka  
Sabetha Co-op, Sabetha  
Sam's Club, Wichita  
Schmidt and Sons, Inc., KS  
Schreiber Foods, Inc., WI

Schwieterman, Inc. Garden City  
Seaman Crop Consulting, Hugoton  
Senator Dole's Office, Washington, KC  
Senator Sam Brownback's Office, Washington, DC  
Servi-Tech, Aurora, NE  
Sharp Brothers Seed Company, KS  
Six L's Packing Company, Immokalee, FL  
Stockgrowers State Bank, Ashland  
Sweet Dreams Caters, Meriden  
Tall T Farms, CO  
The Exchange National Bank, Cotton Wood Falls  
The Farmers State Bank, Norwich  
The Lutheran Church-Missouri Synod, St. Louis, MO  
The Morrill & Janes Bank & Trust Co., Hiawatha  
Tom Ahrens, KS  
Town and Country Supply, Ottawa  
Transportation Design & Manufacturing, Manhattan  
Tyson Foods, KS  
UMB Bank, Kansas City, MO  
US House of Representatives Committee on Ag. Washington, D.C.  
US Poultry & Egg Export Council, Stone Mountain, GA  
USDA—Ag Statistics, Topeka  
USDA—Ag Market Service Livestock & Seed Program, Washington D.C  
USDA—Ag Market Services, Georgia, Washington DC  
USDA—Farm Service Agency, KS  
USDA—Grain Marketing & Production Research Center, Manhattan  
USDA—Livestock & Grain Market News Branch, Sioux Fall, SD  
USDA—Natural Resource Conservation (NRCS), KS  
USDA—Packers & Stockyards Program, Aurora, CO  
USDA—Kansas City, MO  
USDA—FmHA, Manhattan  
USDA—Kansas State Farm Service Agency, Manhattan  
USDA—SCS, Manhattan  
Valley Co-op, Inc, Winfield  
Wal-Mart, Lawrence  
Ward Feed Yard, Larned  
Washington Conference Program, Washington, D.C.  
Wes Kan Termite & Pest Control, Bazine  
Western Feed Yard, Johnson  
Wichita Farm Credit Bank, Wichita  
Willhoite's John Deere, Junction City  
Wind River Grain LLC, Garden City