

Agribusiness Internship Policies and Procedures

Summer 2014

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, 2014 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 7	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 AGECE 105, Agricultural Economics/ Agribusiness Orientation, as well as other classes which address topics covered in a particular internship. Students enrolled in AGECE 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, (785) 532-1522 and follow the department and ACCC guidelines. For more information visit our website: www.agecon.ksu.edu/acc/internscholar/acc_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 2014

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 4, from 4:00-5:00 pm in 344 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

21st 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