

Agribusiness Internship Policies and Procedures

Summer 2019

**Department of Agricultural Economics
Kansas State University**

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

Students completing an agribusiness internship may 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:

- * 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 18th, 2019 for summer internships.)
- * If you are enrolling for academic credit, obtain a permission in Waters 343 and enroll in AGECE 445 for the Fall semester.
- * Complete the internship, and submit all of the necessary material required.
- * Internship material/ forms/ deadlines may be found on the department website.
- * If enrolled in AGECE 445, attend the initial meeting of the class and complete the internship oral presentation requirement.

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 the department, register with Seise Barrett, ACCC Program Manager (sbarett@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

Agricultural Economics 445
Agribusiness Internship
Fall 2019

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 4th 2019, from 4:00-5:00pm. 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.

Agribusiness Internship

Dates & Deadlines

May 2, 2019 Complete & Submit Internship Approval Form

May 10, 2019 Enroll in AGECE 445 (you will need permission)

Prior to leaving campus pick-up your Internship Packet

June 10, 2019 Submit Learning Objectives Agreement

To: Cherie Hodgson

Ag Econ Dept.
Kansas State University
343 Waters Hall
Manhattan, KS 66506
chodgson@ksu.edu
(785)532-4559
Fax: (785)532-6925

July 5, 2019 Complete Student Interim Report

<http://www.ageconomics.k-state.edu/docs/undergrad-files/doc4643-internship-interim-report-form-8-13-2014.pdf>

August 12, 2019 Employer Performance Review Due

(This form can be found in your packet & must be submitted by your employer)

August 12, 2019 Final Report Due (Submit Online)

<http://www.ageconomics.k-state.edu/docs/undergrad-files/doc4644-internship-final-report-form-8-13-2014.pdf>

September 4, 2019 AGECE 445 Class Meeting at 4:00 p.m. in Waters Hall room 342

Be prepared to share briefly your internship experience with class members

Fall Semester Present a 5-7 minute Power Point Presentation about your internship experience to the Ag Econ Freshman Orientation Class (AGECE 105). Date and time to be assigned. The class meets MW 1:30-2:20

Learning Objectives Agreement

Agricultural Economics Department
Kansas State University
342 Waters Hall
Manhattan, KS. 66506
(785) 532-4559 Fax: (785) 532-6925
www.ageconomics.ksu.edu

Information must be typed or clearly written.

Name: _____ Wildcat ID (9digit): _____

Major(s): _____ E-Mail Address: _____

Academic Classification: _____ FR _____ SO _____ JU _____ SR _____ Graduate Student

Semester(s) on Internship: _____ Fall _____ Spring _____ Summer

Address while on Internship:

_____ Phone: _____

Permanent
Address:

_____ Phone: _____

EMPLOYMENT

Company/Organization Name: _____ Student Job Title: _____

Supervisor: _____ Supervisor Title: _____

Employer's Address: _____

Employer's Phone: _____ Employer's E-Mail: _____

PAYMENT

\$ _____ per _____ Hours per Week: _____

At least 320 total hours is recommended per experience.

Employer agrees to provide worker's compensation benefits for the student. ___ Yes ___ No

SCHEDULE

Beginning Date: _____ Ending Date: _____

Faculty Advisor: _____ Phone: _____

E-Mail: _____

The Learning Objectives Agreement must be completed in order to receive academic recognition/credit for the internship.

RESPONSIBILITIES UNDER THIS AGREEMENT

When signing the Learning Agreement, the student agrees to assume the responsibilities listed for his/her specific role:

I, the student, agree to:

- Perform to the best of my ability those tasks assigned by my supervisor which are related to my Learning Objectives and the responsibilities of this position;
- Comply with the rules, regulations, and normal requirements of the employer's organization;
- Fulfill the Learning Contract under the direction of the Academic Program Coordinator and consult as needed with Coordinator for guidance and evaluation when receiving academic credit for the placement. I will comply with my department's minimum Internship requirements;
- Notify the Program Coordinator of any changes I need to make in this agreement or of any problems that may develop during the placement;
- Continue attending Kansas State University and maintain a scholastic average acceptable to the employer and the University.

I, the Employment Supervisor, agree to:

- Provide the necessary orientation, training, and precautionary safety instruction in the performance of the position duties and responsibilities described in this agreement;
- Provide professional work experience related to the student's major field of study or career interest;
- Provide worker's compensation and liability insurance coverage (in accordance with state law);
- Provide regular supervision and compensation according to federal, state, and local employment laws;
- Complete a final written evaluation of the student's performance during the experience;
- Notify the Internship Program Coordinator of termination of student's employment;
- Help students and faculty in writing agreements that specify measurable Learning Objectives when appropriate.

I, the Program Coordinator, agree to:

- Attest that the proposed experience is relevant to the student's area of interest and, given his/her proposed educational and career objectives, is academically appropriate;
- Maintain communication with the student and the employing organization to assure maximum learning on the part of the student and satisfaction on the part of the employer;
- Evaluate the student's placement and assess Employment Supervisor's satisfaction with the learning experience.

Your signature below indicated that you have read and are in agreement to all pages of this agreement. This agreement may be terminated by the student or the employing organization upon receipt of two weeks notice by either party. **This form should be submitted with the first two signatures.**

1. Student: _____ Date: _____

2. Employment Supervisor: _____ Date: _____

3. Internship Program Coordinator: _____ Date: _____

	the chemical make-up of common drugs used in the hospital.	medications I observe being used by referring to patients' charts, then research their chemical composition, and record this data on my list.
Objective #4	I want to learn how to deal with irritable customers.	I will develop four different cheerful conversation techniques and briefly describe each in a notebook. I will record reactions of customers to these techniques and report by May 28.
Objective #5	I want to evaluate the effects of radiation on very small animals.	Within the next week, I will expose as experimental group of five young mice to varying levels of radiation. I will compare growth, exercise habits, and food consumption with a control group of mice who were not exposed. I will record data and report at the end of my Internship.
Objective #6	I want to assist some children to learn a new skill.	By mid-term, I will have taught a group of ten children ball throwing athletic skills. The children will demonstrate their skills by achieving at least a minimum score which I will determine as a proficiency level.

Steps to Writing Learning Objectives

1. WHAT DO YOU WANT TO ACCOMPLISH?

Examples:

- a. To increase sales by 10%.
- b. To revise the current office filing system and to achieve a more efficient method of handling, storing, and retrieving records.

2. HOW ARE YOU GOING TO ACCOMPLISH IT?

Steps you will take to accomplish your objective. What activities will you do? How will you acquire the learning? Under what conditions will the learning occur?

Examples:

- a. Experiment with three sales techniques; keep a journal of the results for two weeks to determine the best one to use.
- b. I will research the various methods of filing systems available for implementation.

3. HOW WILL YOU MEASURE YOUR OBJECTIVE?

What evidence will you have to determine that learning has taken place? What criteria will be used to evaluate your evidence? You may indicate a time limit, a minimum number of correct responses, a number of principles, a percentage or proportion, or define the important characteristics of performance accuracy. Who will do the evaluation?

Examples:

- a. My performance will be judged by my sales record and the sales manager.
- b. By acceptance and implementation of a new or revised filing system.

Your objectives should be developed with and approved by your Faculty Liaison and Employment Supervisor. You will need original signatures from each of them on your Learning Objectives Agreement. Submitting incomplete or vague Learning Objectives may slow your approval for the Internship Program and, if not corrected, could result in loss of University recognition for your experience.