

Agribusiness Internship Policies and Procedures

Summer 2023

Department of Agricultural Economics
Kansas State University

TABLE OF CONTENTS

Department of Agricultural Economic Internship Policies and Procedures	3
Arranging an Internship	4
Academic Credit	4
Oral Presentation	5
Cooperative Internship Reporting Requirement	5
Business/ Agency Responsibility	6
Questions	6
AGEC 445 Course Syllabus	7
Attachments:	
Learning Objectives Agreement	
Employer’s Performance Review	

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 C Waters Hall
- ★ Turn in the Faculty Approval/ Job Description form to Waters 343 C. A job description should accompany the form. (Due by May 5th, 2023 for summer internships.)
- ★ If you are enrolling for academic credit, obtain a permission in Waters 343 C and enroll in AGEC 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 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 the Career Center, 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 ACCC program are placed in local and regional cooperatives around the state of Kansas.

Students may learn about internship through the Career Center, and Handshake.

Many business/ agencies regularly hire interns through the KSU Career Center. Students wishing to interview for internships must register through the Career Center in 148 Berney Family Welcome Center. 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 343C 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 the department, register with Selease 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/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 C Waters Hall
Kansas State University
Manhattan, KS 66506
chodgson@ksu.edu
(785) 532-4559

**Agricultural Economics 445
Agribusiness Internship
Fall 2023**

Instructor: Cherie Hodgson
Office: 343 C 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 IS REQUIRED

Class Meeting and Attendance:

The class will meet only once, on Thursday, September 7th 2023, 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 for 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.