

SYLLABUS
AGR 431: AGRICULTURAL INTERNSHIP
Spring 2015

INSTRUCTOR: DR. Dale Perritt

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OFFICE HOURS: 8:00 am to 9:30 am and 3:00 pm to 5:00 pm, Monday-Friday

Credit Hours: 4 Credit Hours

Course Description: Forty hours per week for five weeks of work experience with industry in the use of equipment and materials of production in the intern's major field. Prerequisite 12 hours of agriculture.

Course Assignment and Grade: Satisfactory completion of the course will be based on an acceptable job performance rating by internship supervisors, a picture portfolio and daily log to be turned in to the instructor highlighting job related activities, and a presentation of his experience to the faculty assigned to the class.

Program Learner Outcomes:

1. The student will demonstrate competence of technical subject matter areas in agriculture including plant and animal sciences, agricultural economics, and mechanized agriculture.
2. The student will exhibit problem solving skills based on quantitative and analytical reasoning.
3. The student will demonstrate effective communication skills
4. The student will exhibit leadership and other interpersonal skills needed for career placement and advancement.

Agriculture Internship Guidelines

The Intern Program in agriculture is an opportunity for a student to:

- spend time on a job under full employment conditions in an industry, farm or institution similar to that in which the student plans to seek employment upon graduation.
- Earn 4-12 hours college credit applicable towards a degree.
- Be exposed to all levels of the business by agreement between the business firm and the University.
- Accept an internship in a location that would broaden the students professional outlook.
- Gain actual job experience.
- Earn a wage while in school.

QUALIFICATIONS AND RESPONSIBILITIES OF STUDENT

A student with a minimum “C” average, a minimum of 78 hours, with some foundation courses in the area of the job assignment should apply to his or her faculty advisor one semester prior to the proposed assignment.

Twelve hours credit is awarded for a 15 to 16 week internship in the regular semester and 8 hours credit for a 10 to 11 week internship during the summer. A 4 hour internship may be considered in some circumstances. Application should be made at least one semester prior to internship. An internship will not be allowed during the last semester before the student graduates. The internship may be used for agriculture electives but not for major courses.

The applicant’s advisor would recommend the student on professional and personal qualifications as in a normal application for employment. The student would, at the direction of the advisor, apply to the firm for assignment.

The intern would have the same levels of conduct as a regular employee, being responsible to the employer for the same.

The intern would be subject to dismissal as a regular employee upon failure to meet minimum standards set by employers.

The intern would submit periodic reports to the faculty advisor and a summary of activities at the end of the internship for a final grade to be rendered.

The intern would be responsible for all personal costs incurred.

The intern would register for Agriculture 431, 432, and 433 at the beginning of the regular semester or for Agriculture 431 and 432 at the beginning of the summer term (enrollment during the summer – 8 hours credit).

RESPONSIBILITIES OF THE COOPERATING SPONSOR

Provide the intern with actual work exposure at all levels of operation according to a previously designed Individual Training Plan prepared jointly by the employer and advisor prior to the intern's assignment.

Accept the intern as a regular employee.

Provide a wage commensurate with the student's production- at least the minimum wage rate.

REPONSIBLITIES OF THE UNIVERSITY AND THE FACULTY ADVISOR

Negotiate agreement with cooperating agency. A previous place of employment of the student would not normally be considered.

Receive applications from students and make recommendations for placement to the department chair.

Orient intern prior to going on job.

Design an Individual Training Plan in cooperation with the employer and make the plan available to student and employer prior to placement.

Set schedule for periodic and summary reports with student.

The Faculty Advisor is responsible for maintaining communication with the intern and with the employer.

SAMPLE AND SEQUENCE OF PAPERS REQUIRED DURING THE INTERNSHIP

Referral for Intern Program-IP 1-Upon completion to be submitted by the advisor to

Individual Training Plan- Should be prepared by advisor and employer prior to beginning of employment. (This plan should include specific action objectives relative to the student's professional objectives upon graduation. Sub-objectives in terms of specific competencies should be listed in a logical sequence with an indication of approximately how much time would be spent on each.) Copies: department, advisor, employer, student. No standard form.

Periodic and Summary Intern Progress Reports- No Standard form. Copies: advisor, employer, department. (The summary document should be in narrative and tabular form relating a self-evaluation of the degrees of accomplishment of the professional and sub-objectives established in the Individual Training Plan. A complete record of activities and time spent on each should be included. A student should be

encouraged to seriously analyze in this report the progress that has been made toward his or her professional goals.)

Rating of Intern on Job-IP4-This document should be given to the employer at the beginning of the training period and be completed by the end to be used by the advisor as an aid in rendering a final grade. Copies: advisor, department.

REFERRAL FOR INTERNSHIP TRAINING

I recommend _____ for internship for the _____ semester _____.
Student's Name (fall, spring, summer)

This student is classified as a _____ in _____ with a grade point average of _____ for all work at SFASU. The student's grade point average for the previous semester was _____.

The student will be stationed with _____ at _____
under the supervision of _____.

The supervisor and facilities at this station meet the requirements set forth for intern training.

AGRICULTURE INTERNSHIP AGREEMENT

WHEREAS, Stephen F. Austin State University, Nacogdoches, Texas recognizes the value to its students of day-by-day experience on a field basis in production, management, and marketing techniques related to the University programs of education in agriculture and in the field use of related equipment and materials.

WHEREAS, _____, _____, has agreed to co-sponsor such a program by affording _____, a student who is qualified for this program, an opportunity to become acquainted extensively with all phases of the co-sponsor's operations as _____ and to provide extensive in this operation; and

WHEREAS, the student desires to further training and education by participating in this program for credit, the parties agree as follows.

- (1) The co-sponsor agrees to provide all reasonable experience in all phases of its operation to the student;
- (2) The University agrees to award to the student, upon satisfactory completion of this training _____ hours of college credit;
- (3) The student agrees to be governed by the same general disciplinary regulations in force for on-campus students and to prepare a written report satisfactory to the university outlining, describing and explaining the student's experiences and the manner in which these experiences relate to and further the curriculum. This report is due on or before _____ in the office of the Chair of the Agriculture Department;
- (4) The Co-Sponsor further agrees to pay the student wages which at least meet minimum wage standards in return for services rendered, to enroll the student in all insurance or compensation programs available to other employees, and to evaluate the student on the prescribes confidential form. The evaluation shall be forwarded to the University on or before _____. The term of the agreement shall be _____.

RATING OF INTERN ON THE JOB

EDUCATIONAL INTERNSHIP PROGRAM

Stephen F. Austin State University

Nacogdoches, Texas

Student's Name

Training Agency

Date

RATING KEY: A- Excellent; B- above average; C- average; D- below average; F- unsatisfactory		
ATTENDANCE Compare actual attendance with hours assigned.		
PUNCTUALITY Consider times late.		
GENERAL ATTITUDE Toward the job, superiors, other employers, the public.		
QUANTITY OF WORK Compare with other workers of equal age, length of service, and hours on the job.		
APPEARANCE Compare with standards set by other employees.		
ATTITUDE TOWARD CRITICISM		
INITIATIVE		

Comments or suggestions for improvement:

_____.

At present the intern is being paid \$ _____ per hour.

Signed: _____
Agency Supervisor

THE FINAL REPORT
(also called the summary report)

Each student enrolled in an internship must complete a final report in which the internship project is described by the student. There is no set form or format for this report although certain things will likely be present in most reports. The following are offered as suggestions.

1. The report should be typed or done on a word processor using commonly acceptable font size, line spacing and other format features.
2. A design of the business, agency or organization in which the student worked would be appropriate. This description would describe the products or services provided and other things which are produced or accomplished. Some measure of size of the organization including number of employees, annual sales, profits, and operating areas would be useful.
3. Interns should attempt to relate their day to day activities in which they were involved. This can be in narrative and/or in log book form.
4. Interns should attempt to relate their day to day activities with the training program which was developed at the beginning of the internship.
5. Interns should seriously analyze, in this report, the progress that has been made toward their professional goals. It is important that they include significant self evaluation.

Since academic credit is awarded for the internship, there should be a demonstration of as the strengths and weaknesses of significant learning processes during the course of the internship. Students are encouraged to describe their successes and failures as well the internship program.

Matrix for Ag Development Non-teaching option

B.S. Agricultural Development Program Learning Outcomes					
Proficiency Levels					
Course	PLO 1 Teaching	PLO 2 Technical	PLO 3 Problem Solving	PLO 4 Communication	PLO 5 Leadership
AGR 100	B	B	B	B	B
AGN 110	B	I	I	B	I
AGM 120	B	I	A	I	I
ANS 131	B	I	I	B	B
PLS 252	I	I	A	A	A
HRT 210	B	A	I	I	I
PLS 237	B	B	I	I	I
ANS 242	B	I	I	I	B
ANS 243	B	I	I	I	I
PLS 317	I	A	A	I	I
ANS 343	B	A	I	I	I
ANS 442	B	A	A	I	I

AGM 236	I	A	I	I	B
AGN 331	I	M	M	I	I
ANS 333	B	A	A	I	I
AGM 325	B	A	A	I	B
AGD 361	I	A	A	A	A
AGD 371	I	I	I	A	M
AGM 383	A	M	A	B	I
AGD 400	I	I	I	A	A
AEC 451	B	A	A	I	I
AGD 481	A	I	A	M	A
AGD 491	M	A	A	M	M
AGR 431	A	A	A	A	A

B-Basic

I-Intermediate

A-Advanced

M-Mastery