Ag Internship
AGR 431.001
Fall 2017

Instructor: Dr. Joey Bray

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Office Hours: Monday & Wednesday 9:00 to 10:00 & 11:00 to 12:00
Tuesday & Thursday 8:30 to 12:00
Friday By appointment only

Course Description: One to four credit hours, 40 hours per week for five weeks of work experience using equipment and materials of production in the intern’s major field. Prerequisite: 12 hours of agriculture courses.

Course Assignment and Grade: Satisfactory completion of the course will be based on the acceptability level of student work as evaluated by the assigned instructor and the cooperating supervisor of the intern. Standard grades will be assigned at the completion of the class based on the attached internship criteria.

Program Learner Outcomes:

1. Technical Thinking - The student will demonstrate competence of technical subject matter in poultry sciences.
2. Communication - The student will demonstrate effective oral and written communication skills.
3. Leadership - The student will exhibit leadership and other interpersonal skills needed for career placement and advancement.
4. Critical Thinking - The student will exhibit problem solving skills based on quantitative and analytical reasoning.
5. Critical Skills - The student will demonstrate knowledge of poultry production facilities.
Course Requirements:

See attached documents.

Attendance Policy:

Excused absences should be approved in advance when possible. Attendance will be on a TBA basis. Scheduling will be agreed upon by the student and instructor.

Academic Integrity:

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as, abiding by university policy on penalties for cheating and plagiarism.

Academic Dishonesty and Cheating:

Any instance of academic dishonesty or cheating will be governed by the guidelines set in the General Bulletin. They are as follows:

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) falsifying or inventing any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

Students with Disabilities:

To obtain relates accommodations and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building in Room 325, 468-3004 or 468-1004 as soon as possible. Once verified, ODS will notify the course instructor and outline the accommodations and/or auxiliary aids to be provided. http://www.sfasu.edu/disabilityservices/

Withheld Grades Semester Grades Policy (A-54):

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in
future terms the WH will automatically become an F and will be counted as a repeated
course for the purpose of computing the grade point average.

Acceptable Student Behavior:
Classroom behavior should not interfere with the instructor’s ability to conduct the class
or the ability of other students to learn from the instructional program (see the Student
Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be
tolerated. Students who disrupt the learning environment may be asked to leave class and
may be subject to judicial, academic or other penalties. This prohibition applies to all
instructional forums, including electronic, classroom, labs, discussion groups, field trips,
etc. The instructor shall have full discretion over what behavior is
appropriate/inappropriate in the classroom. Students who do not attend class regularly or
who perform poorly on class projects/exams may be referred to the Early Alert Program.
This program provides students with recommendations for resources or other assistance
that is available to help SFA students succeed.
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 8-12 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.

RESPONSIBILITIES 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 cp-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 it’s 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

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Training Agency</th>
<th>Date</th>
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### 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 significant learning processes during the course of the internship. Students are encouraged to describe their successes and failures as well as the strengths and weaknesses of the internship program.