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July 16th, 2015

Dear Employer:

The Agricultural Institute in cooperation with the Horticultural Science Department at North Carolina State University is now offering an internship program specifically designed to reinforce classroom learning through an off-campus experience. The Horticultural Science Management degree program will pilot a required internship experience and other majors will adopt similar programs in the coming years.

The Agricultural Institute has always used hands-on methods to facilitate learning. This internship program will build upon these teaching methods by giving students real life work experience as they partner with you, proactive, student-seeking employers.

I invite you to participate in this program so that you and your business can connect with student workers to help meet your employment needs as well as give you the opportunity to partner with NC State to enrich the educational experience of future agricultural professionals.

Throughout the internship experience, an internship coordinator will facilitate communication with both student and employer. This open dialogue will benefit the student but also assist the employer in providing a mutually beneficial learning experience.

Having completed two internships during my college experience I understand not only the benefit of being held accountable by my academic course track, but also the value of mentorship from caring and instructional employers. The experiences I had and education gained as an intern were extremely valuable during my education and continue to serve me now in my profession.

If you are interested in partnering with the Agricultural Institute in any of the degree programs please contact me or the AGI office.

Sincerely,

Lee Ivy, Coordinator, AAS Degree
Horticultural Science
124 Kilgore Hall, NC State University
919.515.2808
http://cals.ncsu.edu/hort_sci/people/faculty/pages/Ivy.php
Introduction

The purpose of this guide is to help assist employers as they consider becoming part of the Agricultural Institute Internship Program. Internships are becoming increasingly sought after by students and in turn employers recognize the added value student interns bring to their organization.

This handbook provides an overview of internships, their definition as well as their importance. In addition, the handbook covers important legal topics such as pay, worker’s compensation, and liability. There are also several resources including an FAQ section, an employability evaluation for students and a detailed list of expectations for both employers and students.

We hope this guidebook will help you if you’ve decided to host a student intern or help you decide if an internship program is right for your company.

Contact Information for Employers

Internship Faculty

Dr. Beth Wilson
Director of the Agricultural Institute
919-515-7035 (office)

Mr. Lee Ivy
919-515-2808 (office)

Ms. Erin Meachum
919-513-2849 (office)

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Fax: 919-513-1421

This handbook has been developed at the Agricultural Institute, with special thanks to Ashley Collins of AgCareers.com, Lorie Felton at Abraham Baldwin Agricultural College, the Career Center at the University of North Carolina at Wilmington, and Dr. Candace Goode-Vick at the College of Natural Resources for their support and guidance in its development and in part by the NCSU Career Center, and the College of Agriculture and Life Sciences Career Center.
Goals of the Program

This internship program aims to:

- Combine general education and soft skills with technical skills to help prepare students for personal and professional successes.

- Guide students to think critically and reflectively about their role in an ever-changing agricultural sector.

- Allow students and employers to make meaningful connections in a professional setting.

- Give students the opportunity to complete a special project during their internship that will benefit the employer.

Prior to the internship experience, students will complete a one (1) credit hour course in which they focus on employability skills such as:

- Experiences
- Team Skills
- Communication Skills
- Leadership Skills
- Decision Making/Problem Solving Skills
- Self-Management Skills
- Professionalism Skills
- Agromedicine

Based on research from the Association of Public and Land-grant Universities (APLU) these are the top soft skills that employers are looking for in new graduates. More information on these skills can be found on page 6.

Mission of the Agricultural Institute

The mission of the Agricultural Institute at NC State University is to provide a hands-on technical education in agriculture and related areas. The Agricultural Institute provides students access to the resources of a major land-grant institution, with programs of study leading to the Associate of Applied Science degree. The combination of general education and technical skills helps students develop both personally and professionally and prepares them to be productive leaders in society with the ability to adapt to an ever-changing agricultural sector.
AGI 195: Pre-Internship Soft Skills

Pre-Internship Soft Skills Learning Objectives:

Upon completion of this module, students should be able to:

Module #1: Experiences
• Identify and understand how their previous experiences shape their perspective on their chosen internship/profession/life
• Define ‘reflection’ and comprehend how it relates back to their job

Module #2: Team Skills
• Analyze the phrase “working with others”
• Think critically about what constitutes a positive attitude
• Define productivity, punctuality, and positive attitude

Module #3: Communication Skills
• Identify and define parts of the rhetorical situation as it pertains to communication in the workplace
• Compare and contrast different forms of social media and their functions
• Students will then summarize the findings of their interview in an online video that is posted to the Moodle site

Module #4: Leadership Skills
• List and define leadership skills and leadership styles
• Evaluate different leadership styles
• Analyze the phrase “anyone can be a leader”
• Identify personal role models and explain why
• Determine values and goals

Module #5: Problem Solving
• Understand the three parts of problem solving: 1.) identify/analyze the problem 2.) take effective/appropriate action 3.) realize the effects of those decisions
• Think reflectively on the process of problem solving
• Develop a plan for problem solving using techniques presented
• Begin working through the process of problem solving with a work-related problem (it could be personal, technical, social)

Module #6: Self-Management
• List out what motivates them to complete work
• Determine their strengths and weaknesses with respect to time-management
• “Identify tools and resources for successful self-management” (Cottrell 97)

Module #7: Professionalism
• Understand the importance of professionalism
• Relate the rhetorical situation back to their different audiences with respect to professionalism

Module #8: Agromedicine
• Identify hazards with respect to their job
Internships, Defined

To establish uniformity in the use and application of the term “internship,” the National Association of College and Employers (NACE) recommends the following definition:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. 

The Agricultural Institute believes that internships are vital to the learning experience and help bridge the gap between coursework and “real-world” experience.

Differences between an Internship and a Part-Time Job

<table>
<thead>
<tr>
<th>Internship</th>
<th>Part-Time Job</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose:</strong></td>
<td><strong>Purpose:</strong></td>
</tr>
<tr>
<td>• Primarily a learning experience</td>
<td>• Primarily a work experience</td>
</tr>
<tr>
<td><strong>Salary:</strong></td>
<td><strong>Salary:</strong></td>
</tr>
<tr>
<td>• May/may not be offered pay; however academic credit will be given to the student</td>
<td>• Must be paid</td>
</tr>
<tr>
<td><strong>Duration/Hours:</strong></td>
<td><strong>Duration/Hours:</strong></td>
</tr>
<tr>
<td>• May be part-time, although possible for full-time</td>
<td>• No specific start or end time/date</td>
</tr>
<tr>
<td>• Typically lasts between 5-15 weeks</td>
<td>• By nature is part-time work</td>
</tr>
<tr>
<td>• Agreed upon termination date</td>
<td></td>
</tr>
<tr>
<td><strong>Employer Role</strong></td>
<td><strong>Employer Role</strong></td>
</tr>
<tr>
<td>• Mentors the students and is able to show them the ‘business side’ as well</td>
<td>• Primarily supervisor with little to no mentoring</td>
</tr>
<tr>
<td><strong>University Role:</strong></td>
<td><strong>University Role:</strong></td>
</tr>
<tr>
<td>• Faculty help supervise students as well as guide and prepare them for the internship.</td>
<td>• No faculty interaction.</td>
</tr>
</tbody>
</table>

1.) https://www.naceweb.org/advocacy/position-statements/united-states-internships.aspx
Developing an Internship Program

While sponsoring an intern is a rewarding experience, it is also a big responsibility. Ashley Collins of AgCareers.com estimates that employers will spend 10 hours a week additionally working with their interns, supervising them, and guiding them through their projects. Therefore, it may be helpful to ask yourself these questions before allowing your organization to become an internship site. These questions were appended from the University of North Carolina at Wilmington Career Center Employer Handbook.

How serious is my organization about hosting an internship program?

- Is my organization committed to working with a university?
- Will my organizational culture be supportive of an internship program?

What can interns do for us? What are our goals?

- Does my organization have meaningful work for interns to complete?
- What are the special technical skills we need in interns? How can we provide safety training for them?
- Do we want to use the internship program to identify, test, and recruit interns as potential new employees?
- Would an intern’s naiveté and inexperience actually be an asset for our organization, providing a fresh perspective on our products or services?
- Or would a naïve intern actually be dangerous to self and to others in certain positions?

Does my organization have the time to support an intern?

- What is the best time of year for my organization to host interns?
- What should the duration of individual internships be?

What physical resources do we have to support an intern? For example:

- A safe, adequate workspace
- Access to computers and Internet
- Parking
- Telephone and fax
- Other communication resources
- Adequate reference resources

What financial resources do we have?

- Will my organization be able to afford to pay a salary to interns? If so, how much?
- What remuneration, instead of salary, can we provide? (Parking, paid conferences or workshops, gift certificates, stipend, etc.)
Draft an internship description that clearly explains the intern’s duties. A good description will structure the experience for the intern and for your organization to measure goals and accomplishments during the internship experience.

Producing effective position descriptions involves the development of challenging work assignments that complement students’ academic programs. A basic way to do this is to design a preliminary list of work activities that will fit the needs of your department/organization. Later, when the interns are selected and join your team, you will have a chance to review the work activities and modify them according to the interns’ knowledge and personal work/learning goals.

Consider including the following:
- The purpose of the internship and how it contributes to the organization’s overall mission
- The essential activities/job functions that will be required of the intern
- The name of the department/division where the intern will work
- The expectations regarding outcomes of tasks/projects

List of items to include when writing an internship description
- The physical and mental requirements of the internship—this may include a list of the academic majors suitable for the internship, the GPA, class standing and any technical or job specific skills the intern would need to perform the internship successfully
- The length and required number of hours per week for the internship
- The supervisor responsible for mentoring and evaluating the intern’s progress
- Any training that will be provided
- The application and selection processes and who will be the contact for questions related to the description

If you’re interested in posting an internship to our database, please see page 29 for the minimum required information needed.
Employers who think about hosting a student intern often consider an intern as possible “free labor”. The AGI discourages this and more importantly employers should be aware of and ensure compliance with the Fair Labor Standards Act (FLSA) before classifying an intern as an unpaid “trainee”.

If an intern is considered an “employee” for purposes of FLSA, then the employer must pay its interns at least the minimum wage.

The following page is taken directly from the Department of Labor’s Fact Sheet and gives a definition of the term “employ” as well as the test for an unpaid internship.

In addition, students who complete an internship must have liability insurance. This can be purchased by the student or provided by the employer. See page 30 for more information.
Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to “for-profit” private sector employers.

Background

The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.

The Test For Unpaid Interns

There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term “suffer or permit to work” cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act’s minimum wage and overtime provisions do not apply to the intern. For more information visit http://www.dol.gov/whd/regs/compliance/whdfs71.pdf
Expectations of Employers

Internships are most meaningful to students when a wide variety of learning opportunities are provided in a structured and professional environment. Therefore, students are encouraged to seek employment with a well-established, reputable business, farm (including family owned) or organization.

The student should be supervised by an experienced mentor and have the opportunity to apply classroom information to their job responsibilities. We hope employers will expose the student to new aspects of their chosen field and to provide a perspective on their future career options.

Outside experiences such as attendance at industry or extension programs, field days and visits to vendors and customers/clients are excellent ways for employers to enrich the internship experience.

The following page lists specific items that are expected of employers who hire interns.
Expectations of Employers (Continued)

- The organization employing the student intern will provide a well-rounded, academic learning experience. This includes not only an understanding of day to day operations but also allowing the student to see the “big picture”.
- Prior to the student beginning the internship, the employer and student need to discuss the requirements and expectations of the internship experience. This includes:
  - the hours of work
  - dress requirements
  - punctuality
  - duties, work assignment
  - safety procedures and policies
  - other miscellaneous items required for successful internship experience
- The student and employer will construct an agreement/contract that outlines these expectations. See pages 14 and 17-19 for templates.
- We suggest students work 30-40 hours a week with 5-10 hours devoted to work on a student project. Students are required to work a minimum of 120 hours during the internship. Additional weekly hours over 40 could always be offered as overtime.
- The student project should benefit both the employer and student.
- The AGI strongly encourages the student and employer to work together to develop the work schedule, projects, and start/end dates.
- The students will be compensated for their time in the form of hourly wages or a stipend.
- The student should address compensation with the employer.
- An hourly wage range of $10-$15 is suggested unless housing or a housing stipend is provided.
- The employer needs to provide a supervisor that is well experienced in the profession of the company/organization and will oversee the work of the student on a regular basis.
- The supervisor will be expected to evaluate the performance of the student. In addition, the supervisor will also serve as an advisor/mentor role for the student.
Expectations of Students

- Students must complete AGI 195 Special Topics: “Pre-Internship Skills”, a 1 credit hour course, prior to completing an internship experience. This course will introduce students to employability skills that are necessary to know in the workforce. Students must receive a B- or better in this course to take an internship.

- Students must meet with the internship coordinator and receive approval prior to completing their internship experience.

- Prior to the student beginning the internship, the employer and student need to discuss the requirements and expectations of the internship experience. This includes:
  - the hours of work
  - dress requirements
  - punctuality
  - duties, work assignment
  - safety procedures and policies
  - other miscellaneous items required for successful internship experience
  - start/end date

- The student and employer will construct an agreement/contract that outlines these expectations. And the contract will be signed by the student, employer, and internship coordinator. See pages 14 and 17-19 for templates.

- Students are responsible for finding an internship opportunity that interests them. They will also be responsible for going through the interview process with the company. If necessary, the AGI may help match students with work.

- Students must work a certain number of hours to earn academic credit for the internship:
  - 120 hours for 1 credit hour
  - 240 hours for 2 credit hours
  - 360 hours for 3 credit hours

- They must also complete the coursework that accompanies the internship experience. This coursework will be graded on a letter basis.

- If a student does not complete his/her internship within the semester in which registered for, the student will receive a letter grade of an Incomplete until requirements are met.
This memorandum of agreement is between the student, the employer, and the Agricultural Institute. It was obtained from the General Counsel at North Carolina State University.

The purpose of this agreement is to articulate in writing the expectations and responsibilities of all parties involved.

The Memorandum of Agreement helps to ensure that the internship provides the student with experiential learning activities in their specific major of study at a reputable and agreeable site while exposing the student to responsibilities in the workplace.

The Memorandum of Agreement is different than the Growth Plan for the Student (pages 18-20) in that the Memorandum of Agreement is the same for all students involved in this program and the growth plan is specifically tailored based on each student’s academic interest as well as criteria outlined in the memorandum of agreement.

For the memorandum of agreement, please go to the resources section on page 14.

For an online version, visit this link
http://www.ncsu.edu/general_counsel/contracts_library/documents/INTERNSHIPTEMPLATE.pdf
### Timeline

<table>
<thead>
<tr>
<th>Students</th>
<th>Employers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January</strong></td>
<td><strong>January</strong></td>
</tr>
<tr>
<td>• Students begin spring semester classes including AGI 195 Employability Skills Course</td>
<td></td>
</tr>
<tr>
<td>• Students meet with the Internship Coordinator to discuss plan of action</td>
<td>• Employers should begin posting their internships to the AGI online database</td>
</tr>
<tr>
<td>• Employers should begin posting their internships to the AGI online database</td>
<td></td>
</tr>
<tr>
<td><strong>February</strong></td>
<td><strong>February</strong></td>
</tr>
<tr>
<td>• Students will search for internships that are relevant to them</td>
<td>• Employers should be ready to talk to interested students</td>
</tr>
<tr>
<td>• Students will begin applying for prospective internships</td>
<td>• Employers will evaluate potential intern candidates and request interviews</td>
</tr>
<tr>
<td><strong>March</strong></td>
<td><strong>March</strong></td>
</tr>
<tr>
<td>• Interviews take place at an agreed upon location, such as NC State</td>
<td>• Interviews take place at an agreed upon location, such as NC State</td>
</tr>
<tr>
<td>• Students should prepare to interview for multiple positions</td>
<td>• It may be beneficial for the employer to complete multiple interviews in one day</td>
</tr>
<tr>
<td><strong>April</strong></td>
<td><strong>April</strong></td>
</tr>
<tr>
<td>• Contracts are created between employers and students</td>
<td>• Employers should work with students in designing their growth plans</td>
</tr>
<tr>
<td>• Students are required to complete and turn in necessary paperwork in order to start</td>
<td></td>
</tr>
<tr>
<td>• Employers should work with students in designing their growth plans</td>
<td></td>
</tr>
<tr>
<td>• Sign all relevant paperwork and return to the internship coordinator</td>
<td><strong>May-June-July</strong></td>
</tr>
<tr>
<td><strong>May-June-July</strong></td>
<td><strong>May-June-July</strong></td>
</tr>
<tr>
<td>• Begin working at internship site</td>
<td>• Interns begin work at your organization</td>
</tr>
<tr>
<td>• Set up date for a mid-point check in</td>
<td>• Set up a date for a mid-point check in</td>
</tr>
<tr>
<td>• Complete weekly reports, employer evaluation, and required paperwork</td>
<td>• Complete intern exit evaluation</td>
</tr>
</tbody>
</table>
Sample Coursework for the Horticulture Major at the AGI

Below is a sample of two semesters of course work for horticulture students at the Agricultural Institute (AGI). AGI students complete both discipline-related and general educational courses in order become a more well rounded worker in today’s economy. Use the course schedule below as a guide in helping determine learning objectives and projects the students can realistically complete.

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
</tr>
<tr>
<td>WRT111 Expository Writing</td>
</tr>
<tr>
<td>MAA 102 Math Modeling</td>
</tr>
<tr>
<td>HS 101 Orn &amp; Landscape Tech Orientation</td>
</tr>
<tr>
<td>HS 111 Plant Identification</td>
</tr>
<tr>
<td>HS 115 Plant Growth &amp; Development</td>
</tr>
<tr>
<td>SOC 203A Current Social Problems or SOC 241A Sociology of Agriculture and Rural Society</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

---
Growth Plan for Students: Information Page

Upon completion, the student needs to make sure both the employer and the internship coordinator or faculty supervisor receive a copy of the entire student growth plan before the intern begins working at the internship site.

The student should have this form filled out completely, making sure to get all of the information listed below and on the next two pages. It is part of the student’s grade.

Intern’s Name:____________________________________________________
Intern’s Address:__________________________________________________________________________
_______________________________________________________________
(Street/P.O. Box) (City, State) (Zip Code)
Intern’s Phone Number:__________________
Intern’s Email (NCSU Email)_________________________________________

*******************************************************************************************
Employer’s Name:_________________________________________________
Phone Number:__________________________
Employer’s Address:__________________________________________________________________________
_______________________________________________________________
(Street/P.O. Box) (City, State) (Zip Code)
Intern Supervisor’s Name:_________________________________
Title:___________________________
Intern Supervisor’s Contact Information:
Phone:__________________________
Fax:____________________________
Email:___________________________

*******************************************************************************************
Internship Starting Date:___________________
Internship Ending Date:____________________
Intern’s Rate of Compensation: $_____ or Stipend $________
Hours to be Worked per Week:_______________
Growth Plan for Students

In order to provide students and employers clear expectations for the internship, a student growth plan is necessary to complete before the internship begins. The growth plan includes:
- Student learning objectives
- Activities the student intern will complete (internship duties)
- How the intern will be monitored by the employer
- Scope of the intern’s final, cumulative project

Student Learning Objectives:
Because an internship is primarily a learning experience rather than a work experience, learning objectives are essential. Learning objectives are helpful in describing what specific skills, values, or attitudes the student should accomplish upon completion of the internship. It is helpful as an employer to think about:
- What do you want the student intern to know?
- What do you want the student intern to think/care about?
- What do you want the student intern to be able to do?

Sample Learning Objectives:
1. The intern will begin learning the bidding and estimating process in a landscape installation job by sitting in on a client/company meeting.
2. The intern will develop and suggest implementation strategies for Good Agricultural Practices (GAP) in a fruit and vegetable production operation.
3. The intern should understand the importance of good client relationships and professionalism.

The student and employer should work together to detail specific learning objectives and how they will be met during the course of employment. At least 3 learning objectives should be listed. Note: if you’re having trouble creating learning objectives, please contact the Agricultural Institute office.

Please write the student’s learning objectives below:

1.)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

2.)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

3.)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Attach a separate sheet if necessary.
Activities in which the intern will participate

List the intern’s major work activities, duties and responsibilities:

1.)_______________________________________________________________
2.)_______________________________________________________________
3.)_______________________________________________________________
4.)_______________________________________________________________
5.)_______________________________________________________________

Attach a separate sheet if necessary.

How will the intern’s work during the internship be monitored and evaluated by the Intern Supervisor? (e.g. regular meetings with the intern, checklists, informal reporting by co-workers, other).

Major, cumulative, project to be completed by the intern:

While the cumulative final project may develop over the course of the internship, it’s a good idea to think about the final project now. You can use the learning objectives to support the final project or propose a different final project. Ideally, the project is something that the intern works on throughout the duration of the internship. See pages 17 and 30 for more ideas and examples. Alternately, students may write an analytical report of the internship site in lieu of a final project. The AGI will provide report guidelines as well as share the final report with the employer.
Faculty Supervisor Mid-Point Evaluation

Mid-Point Evaluation of Intern by Faculty

Intern Name: _______________________________ Date: ____________________

Supervisor/Title: __________________________________________________________

Company _______________________________ Hours Completed to Date: ____________

Please complete the following evaluation as completely as possible. It is part of the intern’s grade. The intern and the employer, if possible, should show the faculty member around the job site. The faculty should observe the intern and employer but also have conversations with both in order to effectively evaluate the intern.

Please indicate yes or no for the following questions:

The intern has adequate workspace: ___ yes ___ no Comment: _______________________

Has the intern communicated regularly with you? ___ yes ___ no Comment:______________

Does the intern send in weekly reports on time? ___ yes ___ no Comment:________________

Do the weekly reports fit the guidelines? ___ yes ___ no Comment:____________________

Please rate the intern in each of the following categories (1=low, 5=high):

How well the intern is meeting his/her learning objectives (in growth plan) so far in the internship:

1 2 3 4 5
Comment: __________________________________________________________________

The intern’s willingness and motivation to learn, take on new projects, and develop skills:

1 2 3 4 5
Comment: __________________________________________________________________

How the student’s attitude is toward his/her work?

1 2 3 4 5
Comment: __________________________________________________________________

How well the intern is progressing towards his/her final project:

1 2 3 4 5
Comment: __________________________________________________________________

Describe the progress of the intern’s project as well as what still needs to be accomplished:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Faculty Supervisor Mid-Point Evaluation (Page 2)

Please indicate how well the intern has demonstrated each of the following skills (1=not at all, 5=very strongly). See page 6 for a more detailed description of the various skill sets.

Communication Skills:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comment: ________________________________

Decision Making/Problem Solving:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
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Leadership Skills:

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Comment: ________________________________

What new technical skills or job knowledge has the intern gained so far? Please describe them here:

______________________________________________

______________________________________________

______________________________________________

______________________________________________

Additional comments:

______________________________________________

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______________________________________________

Faculty Signature: ________________________________________________
Mid-Point Evaluation of Intern by Employer

Intern Name:__________________________  Start Date of Internship______________________

Company: ____________________________________     Date:___________________________

Supervisor/Title:_________________________________________________________________

This rating by the supervisor is very valuable to the intern and the AGI. It provides an objective evaluation of the intern’s ability, characteristics and growth, and identifies areas requiring improvement. This is a portion of the intern’s grade. Instructions: Please select the response in each category which best describes the intern. After discussing the evaluation with the intern, return the signed copy to the intern’s coordinator via online or mail.

Please rate the intern in each of the following categories (1=low, 5=high):

How well is the intern meeting the specified learning objectives (in growth plan) so far in the internship:

1  2  3  4  5
Comment: ____________________________________________________________

Intern’s willingness and motivation to learn, take on new projects, and develop skills:

1  2  3  4  5
Comment: ____________________________________________________________

How the student’s attitude is toward his/her work?

1  2  3  4  5
Comment: ____________________________________________________________

How well the intern is progressing towards his/her final project:

1  2  3  4  5
Comment: ____________________________________________________________

Describe the progress of the intern’s project as well as what still needs to be accomplished:

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
**Employer Mid-Point Evaluation (Page 2)**

Intern Name:____________________________________   Date:___________________________

Please indicate how well the intern has demonstrated each of the following skills (1=not at all, 5=very strongly).  *See page 6 for a more detailed description of the various skill sets.*

Communication Skills:

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Decision Making/Problem Solving:

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Teamwork Skills:

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Comment:_____________________________________________________________________________________

What new technical skills or job knowledge has the intern gained so far? Please describe them here:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Additional Comments:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Employer Signature:_________________________________________    Date:_______________________________

Student Signature:___________________________________________   Date:_______________________________
Exit Evaluation of Intern by Supervisor

Intern Name: ___________________________ Start Date: ___________ End Date: ___________

Company: ___________________________ Date: ___________________________

Supervisor/Title: ___________________________________________________________

This rating by the supervisor is very valuable to the intern and the AGI. It provides objective evaluation of the intern’s ability, characteristics and growth, and identifies areas requiring improvement. This is a portion of the intern’s grade.

Instructions: Please select the response in each category which best describes the intern. After discussing the evaluation with the intern, return the signed copy to the intern’s coordinator via online or mail.

Please rate the intern in each of the following categories (1=low, 5=high):

How well the intern met the specified learning objectives (in growth plan):

1  2  3  4  5

Comment: __________________________________________________________

Intern’s willingness and motivation to learn, take on new projects, and develop skills:

1  2  3  4  5

Comment: __________________________________________________________

Career Readiness of Intern:

1  2  3  4  5

Comment: __________________________________________________________

Please indicate the intern’s top three (3) strengths during the course of his/her internship, with examples:

1. _____________________________________________________________________________________________

2. _____________________________________________________________________________________________

3. _____________________________________________________________________________________________

Please indicate at least two (2) opportunities for improvement for the intern:

1. _____________________________________________________________________________________________

2. _____________________________________________________________________________________________
Intern Evaluation Continued (Page 2)

Exit Evaluation of Intern by Supervisor

Intern Name:__________________________  Date:_________________________

Please indicate how well the intern has demonstrated each of the following skills (1=not at all, 5=very strongly) See page 6 for a more detailed description of the various skill sets.

Communication Skills:

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Comments: __________________________________________________________

Decision Making/Problem Solving Skills:

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Comments: __________________________________________________________

Technical Skills:

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Comments: __________________________________________________________
Exit Evaluation of Intern by Supervisor

Intern Name: ____________________________    Date of Internship: ______________________

Overall Performance
How would you rate the intern based on his/her performance overall? Please circle or highlight one (1) letter grade.

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Outstanding</th>
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<td>6 7 8 9 10 11</td>
<td>B-</td>
<td>B</td>
<td>B+</td>
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Overall suggestions or comments:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
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Please attach a separate sheet if necessary.

Student/Intern Signature: ____________________________    Date: ________________
Supervisor Signature: ____________________________    Date: ________________
Employer Evaluation

Employer Evaluation by Intern

Intern Name: ________________________________  Dates of Internship: ______________________

Supervisor/Title: ________________________________________________________________________

Company: ___________________________________________  Date: ______________________

This rating by the intern is valuable for both the employer and the AGI. By providing an intern’s perspective, both the employer and the AGI can strive to make the learning experience better for all participants.

Instructions: Please complete this evaluation fully and completely. Return the evaluation to the internship coordinator after completion. The internship coordinator will share the feedback with the employer.

Please indicate your top three work experiences with the employer:

1. _____________________________________________________________________________________________
   _____________________________________________________________________________________________

2. _____________________________________________________________________________________________
   _____________________________________________________________________________________________

3. _____________________________________________________________________________________________
   _____________________________________________________________________________________________

Please rate the employer in each of the following categories (1=low, 5=high):

How well the employer helped you meet your goals (from the student growth plan):

1  2  3  4  5
Comment: _____________________________________________________________________________________

The employer allowed me to take on new projects and develop skills:

1  2  3  4  5
Comment: _____________________________________________________________________________________

My responsibilities and duties here were relevant to my major and increased my knowledge:

1  2  3  4  5
Comment: _____________________________________________________________________________________

My supervisor was available to me and my co-workers were helpful and supportive:

1  2  3  4  5
Comment: _____________________________________________________________________________________

Overall I would recommend this work site to another student:

1  2  3  4  5
Comment: _____________________________________________________________________________________
Interested in Posting an Internship?

If you are interested in posting an internship for your company:

- Go to the NCSU Agricultural Institute website at harvest.cals.ncsu.edu/agricultural-institute
- Click on the Internships Tab
- Go to the For Employers section
- Click on POST YOUR INTERNSHIP HERE to fill in your information.

The information required is posted below:

---

**Internship Position Description**

Company:_________________________

Brief Description of Company:
____________________________________________________________________

Company Locations:____________________________________________________

Website: ________________________

Employer Contact Name:___________________________________

Employer Contact Information: Address:______________________________________

City: _____________________ Zip: ________________________

Phone: ___________________ Fax: _______________________

Email:_________________________

Internship Position Title:___________________________________________________

Time Preference:                 __ Part Time (_____hours per week)
                                        __ Full Time   __ No Preference

Anticipated Salary or Stipend:_________________________

Job/Project Description:
____________________________________________________________________

Responsibilities:
____________________________________________________________________

Major/Experience/Skills Desired:
How much should I pay the intern?
If any of the six criteria of the FLSA fact sheet are not upheld, then the intern must be paid at least the minimum wage or a higher hourly rate if qualified.
According to Ashley Collins of AgCareers.com, a recent survey of 1,000 college students cited the average salary for interns was $13.60/hour.
Moreover, it is important to remember that the quality of interns who apply and are selected for the position will increase greatly if paid at a competitive wage.

Does the company have to provide unemployment compensation?
Generally, interns are not eligible to receive unemployment compensation because they are hired for a position with a specific end date.

What about workers’ compensation?
Workers’ compensation is provided to replace wages and medical care programs for an employee whose injuries or illnesses are work related. For more information, visit the US Department of labor’s Office of Workers’ Compensation at: http://www.dol.gov/dol/owcp/
Because this is also required for academic credit, students will be required to purchase liability insurance. The cost is $15 for the duration of the internship and coverage limits are $1 million per occurrence, $3 million aggregate. Medical expense coverage is $15k that covers the student if he/she is accidentally injured during the actual performance of internship duties.
For more information see http://irm.ehps.ncsu.edu/other-insurance/intern-liability-insurance

How long should the intern work?
An intern’s hours vary on the nature of the work, but generally the Agricultural Institute requires a minimum of 120 hours for one academic hour of credit.
Many interns work full-time (40 hours/week) for 10 weeks.
What is most important is that you and the intern agree on a specific start and end date with the minimum number of hours in mind.

What kinds of work should the intern do?
While we expect the intern will do some manual labor, the overall goal of the internship program is to provide a comprehensive and “big picture” idea of day to day operations of a business. Therefore, it’s important that the intern experience many aspects of the business.
One way to think about projects is to think about your big picture. Is there something you would like your company to implement but have not had time to start yourself? Some employers may want a researched summary of different products or processes for their business. Some employers may have an intern work on a social media or some type of marketing plan. Other examples of projects can be found on page 19 in the student growth plan. Also, another place to look is the intern’s previous course work on page 17 for ideas on what is reasonable to expect of an intern in terms of course knowledge.
Resources

- Agricultural Institute, 100 Patterson Hall Raleigh, NC 27695. Telephone: 919.515.3248 www.agricultural-institute/


- Ashley Collins, AgCareers.com, ashley.collins@agcareers.com PO Box 1736 Clinton, NC 28329 Telephone: 800.592.9410 www.agcareers.com

National member organizations can offer excellent assistance. The following organizations and individuals have provided valuable assistance in the development of this employer guide:

- National Association of Colleges and Employers (NACE) 62 Highland Avenue Bethlehem, PA 18017-9085 Telephone: 800.544.5272 www.naceweb.org

- Cooperative Education and Internship Association (CEIA) 16 Santa Ana Place Walnut Creek, CA 94598 Telephone: 800.824.0449 www.ceiainc.org

- National Society for Experiential Education (NSEE) 515 King Street, Suite 420 Alexandria, VA 22314 Telephone: 703.706.9552 www.nsee.org

- Richard Bottner, Intern Bridge Inc. Total Internship Management 136R Main Street, Suite 3 Acton, MA 01720 Telephone: 800.531.6091 www.internbridge.com