NC STATE UNIVERSITY

College of Agriculture and Life Sciences

Agricultural Institute

# INTERNSHIP GUIDEBOOK FOR STUDENTS

# Table of Contents

Letter of Support . . . . . 3
Introduction . . . . . 4

**Understanding the Basics**

Program Goals and Benefits . . . . . 5
AGI 191: Professional Development Syllabus . . . . . 6
AGI 192: External Learning Experience Syllabus . . . . . 8
Internships and Part-Time Jobs, Defined . . . . . 9
Legal Implications . . . . . .10
Expectations of Students . . . . . .11
Expectations of Employers . . . . . .12

**Getting an Internship Position**

Timeline for Students and Employers . . . . . .13
Course Registration and Internship Search . . . . . .14
Agricultural Institute Internship Database . . . . . .15
Memorandum of Agreement . . . . . .16
Growth Plan for Students . . . . . .17

**Maximizing the Experience**

Suggestions for Success . . . . . .20
Faculty Supervisor Mid-Point Evaluation . . . . . .21
Employer Mid-Point and Final Evaluations. . . . . .23
Intern Evaluation . . . . . .28

**After the Internship is Completed**

Next Steps . . . . . .29
Checklist. . . . . .30
FAQs . . . . . .31
Resources . . . . . .32

North Carolina
Tobacco Trust Fund Commission

**The Agricultural Institute is a recipient of the Tobacco Trust Fund Grant from the NC Tobacco Trust Fund Commission for 2016-2017. The funds from this grant have been used to develop the Agricultual Insitute Internship Program.**

# Letter of Support

Dear Student,

Thank you for your interest in the Agricultural Institute Internship Program. This guidebook has been developed by the Agricultural Institute office to give you an overview of the program and answer common questions about student internships.

The Agricultural Institute is now offering an internship program specifically designed to reinforce classroom learning through an off-campus learning experience. These learning experiences can take place anywhere from working for a corporation or small business to a non-profit or even a family operation.

Internships are becoming more and more common. According to the National Assocation of Colleges and Employers (NACE), most employers interviewed (87.2%) said their new hires do have internship or co-op experiences. This internship program will build upon what you learn in the classroom by giving you real life work experience through a partnership with proactive, student-seeking employers.

Throughout the internship experience, the internship coordinators and faculty supervisors will facilitate communication with both you and the employer. This open dialogue will benefit you but also assist the employer in providing a mutually beneficial learning experience.

I invite you to participate in this program so that you can connect with employers and grow the partnership with students, employers, and NC State. As you read through this guidebook, you will hear about the successes your fellow peers have had with their internships as well. There is no doubt that this educational experience will enrich your future agricultural career.

If you have any additional questions not covered in this guidebook, please don't hesitate to contact our office.

Sincerely,

Elizabeth Wilson

Dr. Elizabeth Wilson
Director of the Agricultural Institute

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cals.ncsu.edu/agricultural-institute/

# Introduction

The purpose of this guide is to introduce you to the new internship program offered by the Agricultural Institute at NC State University. Whether you're thinking about an internship or already have one lined up, this guide will help you navigate what to do before, during, and after your internship. If you have other questions not answered in this guidebook, please contact one of the faculty.

## Contact Information for Internship Faculty


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### 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.


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.

# Understanding the Basics

## What The Agricultural Institute Has to Offer

The Agricultural Institute (AGI) offers a two course sequence designed to help students learn and apply soft skills that are necessary in today's workplace.

THE TWO COURSES ARE:

- AGI 191 Professional Development
- AGI 192 External Learning Experience

AGI 191 is a one (1) credit hour course to focus on soft skills that employers are looking for in new graduates based on research from the Association of Public and Land-Grant Universities (APLU). It must be taken prior to the internship experience (AGI 192).

## Internship Program Goals.

- 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.

## Eligibility Requirements

In order to be eligible for the internship program, you must meet the following requirements:

- Complete AGI 191 with a B– or better, typically in the spring semester of your first year.
- Be in good academic standing at NC State (Minimum 2.0 GPA; preference will be given to students with a GPA of 2.5 or higher).
- Register for AGI 192. Students should have at least 30 credit hours or complete one year at the Agricultural Institute before beginning their internship. Students typically complete the internship in the summer between their first and second year.

## Benefits of an Internship

Students who complete an internship have a unique opportunity to practice the skills and knowledge they have learned in the classroom in a work setting.

Students who complete an internship will have the opportunity to:

- Build networking contacts.
- Try out different jobs.
- Increase marketability.
- Develop skills and apply knowledge.
- Acquire job search skills.

# AGI 191: Professional Development Syllabus

## SYLLABUS

### Special Notes

**In order to be eligible to recieve credit for an internship, students must complete AGI 191 with a grade of B- or better prior to enrolling in AGI 192.**

### Course Description

AGI 191 is a one (1) credit hour course designed to introduce students to various employability skills that are important to employers based on current research. Students will work through different learning modules including experiences, team skills, communication skills, leadership skills, problem solving, self-management, professionalism, and agromedicine. Throughout these modules they will partake in lectures, discussion, and review case studies. Multiple in and out of class assignments are associated with each of the modules and students will complete an online portfolio by the end of the class.

### Learning Outcomes

**Upon completion of this course, students should be able to:**

- Use what they have learned in the classroom in order to have a successful internship.
- Understand the different skills that are needed and expected by employers in the workforce.
- Analyze the different skills and understand how to apply them.

| COMPONENT | PERCENT | DETAILS |
|---|---|---|
| Participation/Attendance | 20% | This portion of the student's grade consists of their attendance and participation in the topics during the class period. |
| Assignments | 15% | This portion of the student's grade consists of homework and in-class assignments. These will involve a variety of short assignments based on the weekly modules. |
| Reflections | 15% | Consists of a series of reflective writing assignments. Each assignment will require students to offer their own insights into topics covered throughout the course of the semester. |
| Forums/Quizzes | 15% | This portion of the student's grade will consist of a forum post or quiz associated with the reading or videos for each week of class. |
| Internship Timeline | 10% | This will include if the student has completed the tasks of searching and applying for internships, completing an interview, and any other necessary tasks to be placed in an internship. |
| Portfolios | 25% | Each student will design an online portfolio (website) that will include various sections such as: About Me, Resume, LinkedIn, and Classes Taken. More information will be given in class. |
| **Total** | **100%** | |

# AGI 191: Professional Development Syllabus Continued

| COURSE SCHEDULE AND LEARNING OBJECTIVES<br>Upon completion of this module, students should be able to: |
|---|
| **Introductions**<br>› Complete introductions and goals for the course<br>› Review course syllabus and expectations |
| **Module #1: Experiences**<br>› Identify and describe previous work experiences that had meaningful impact on the student<br>› Describe how those experiences influenced their choice of internship/professional career<br>› Explain the concept of reflection |
| **Module #2: Team Skills**<br>› Identify and apply different team building activities<br>› Examine how different team personalities respond to the same question |
| **Module #3: Communication Skills**<br>› Identify and describe four different communication styles<br>› Explain the meaning of "crucial conversations" according to the authors' and the student's own definition<br>› List and explain the three elements of a crucial conversation<br>› Create an effective resume<br>› Identify different forms of social media and their application |
| **Module #4: Leadership Skills**<br>› List and define leadership skills and leadership styles<br>› Compare and contrast different leadership styles |
| **Module #5: Problem Solving**<br>› Describe the importance of critical and creative thinking<br>› Identify the six steps of the problem solving method<br>› Demonstrate an understanding of the process of problem solving through case study and reflection<br>› Develop a personalized plan for problem solving |
| **Module #6: Self-Management**<br>› Identify personal strengths and weaknesses regarding time management skills<br>› Identify tools and resources that can help with self-management |
| **Module #7: Professionalism**<br>› Understand the importance of professionalism<br>› Utilize the rhetorical triangle to identify various audiences in a workplace setting<br>› Describe the characteristics of professional appearance |
| **Module #8: Agromedicine**<br>› Identify hazards found at the student's chosen place of employment<br>› Demonstrate how to properly put on personal protective equipment (PPE) |
| **Course Wrap-Up**<br>› Students will review what they have discussed in the course and suggest any changes |

# AGI 192: External Learning Experience Syllabus

## SYLLABUS

### Course Description

Learning experience in one of the six majors in the Agricultural Institute that utilizes facilities and resources external to the campus. AGI 192 is a letter graded course and the assignments will be completed through the AGI Internship Database.

### Learning Outcomes

**The internship will provide students with the opportunity to:**

- Gain practical hands-on experience in a real-world work environment.
- Acquire knowledge of the industry in which the internship is done.
- Apply knowledge and skills learned in the classroom in a work setting.

### Credit Hours

- 120 hours worked at internship site = 1 academic credit
- 240 hours worked at internship site = 2 academic credits
- 360 hours worked at internship site = 3 academic credits

Many interns work full-time (40 hours/week) for 10 weeks. Students should work at least 10-20 hours per week in order to meet the 120 hour minimum. What is most important is that you and the employer agree on start/end dates and complete paperwork.

| COMPONENT | PERCENT | DETAILS |
|---|---|---|
| Initial Paperwork (Growth Plan and Contract) | 10% | All initial paperwork must be completed BEFORE the student intern begins. |
| Weekly Activity Reports | 30% | Students are required to complete weekly activity/reflection reports. |
| Mid-Point Evaluation by Faculty Supervisor | 5% | During one of the visits, an AGI faculty supervisor will complete an evaluation based on the student's performance. |
| Mid-Point Evaluation by Employer | 5% | During the half-way point of the internship, the employer will evaluate the intern's overall performance. |
| Final Evaluation by Employer | 5% | After the internship is completed, the employer will evaluate the intern's overall performance. |
| Employer Evaluation by Student | 5% | At the completion of the internship, the student will evaluate the employer. |
| Final Project OR Written Analysis Report | 20% | During the internship, the student will work on a project that benefits both the student and employer. Alternately, the student may write an analytical report. |
| Final Presentation of Project | 20% | After the completion of the internship, the student will present his/her experience to AGI faculty/staff and students. |
| **Total** | **100%** | |

# Internships, Defined

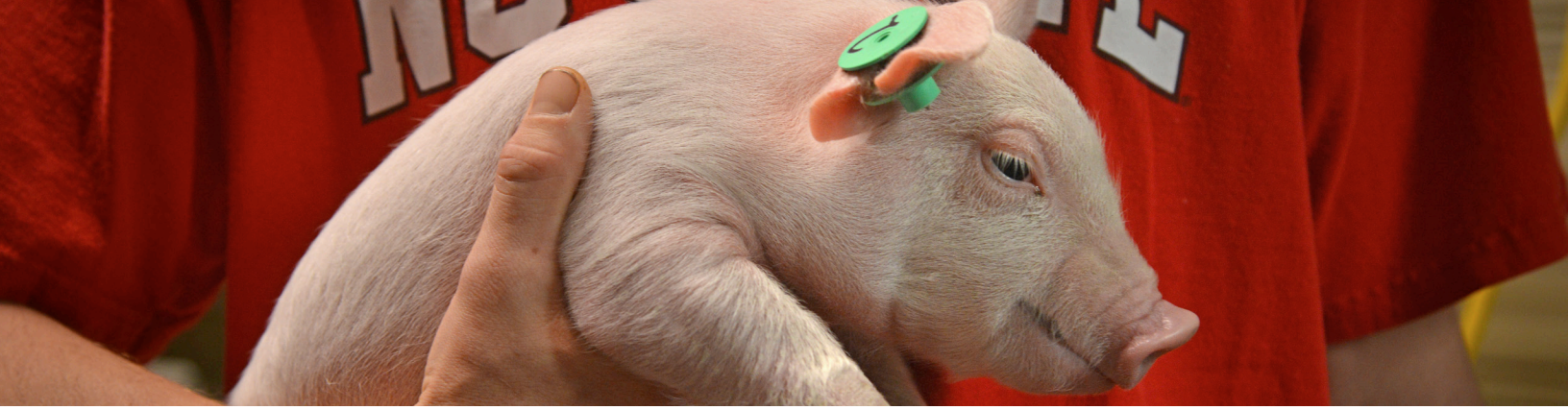
To establish uniformity in the use and application of the term "internship," the National Association of College and Employers (NACE) recommends the following definition:

> 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.

### Differences between an Internship and a Part-Time Job

| INTERNSHIP | PART-TIME JOB |
|---|---|
| Purpose:<br>› Primarily a learning experience | Purpose:<br>› Primarily a work experience |
| Salary:<br>› May/may not be offered pay; however academic credit will be given to the student | Salary:<br>› Must be paid |
| Duration/Hours:<br>› May be part-time, although possible for full-time<br>› Typically lasts between 5-15 weeks<br>› Agreed upon termination date | Duration/Hours:<br>› No specific start or end time/date<br>› By nature is part-time work |
| Employer Role<br>› Mentors the students and is able to show them the 'business side' as well | Employer Role<br>› Primarily supervisor with little to no mentoring |
| University Role:<br>› Faculty help supervise students as well as guide and prepare them for the internship | University Role:<br>› No faculty interaction |

***"The NCSU Agricultural Institute Internship Program not only gave me valuable hands on experience, but taught me how to bring creativity and individuality to every task I am faced with. I was guided by knowledgeable and caring instructors who helped me build confidence and thoroughly prepared me for my future."*** **Addison Randall, Horticultural Science Management Student (Pictured Above)**



# Legal Implications

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.

# Fair Labor Standards Act: 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 www.dol.gov/compliance/laws/comp-flsa.htm.

# Expectations of Students

## Students must complete AGI 191: Professional Development

- This is a 1 credit hour course, which must be completed prior to an internship experience.
- This course will teach the students about employability skills that are needed.
- Students must receive a B - or better in this course to take an internship.

**Prior** to the student beginning the internship, **the employer and student need to discuss the requirements and expectations** of the internship experience.

## This includes:

- **Growth Plan**
- Dress requirements
- Punctuality
- Duties, work assignment
- Safety procedures and policies
- Other miscellaneous items required for successful internship experience
- Start/End Date

## Student Responsibilities

- 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.
- 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
- The student and employer will construct a growth plan that outlines these expectations. This contract will be signed by the student, employer, and internship coordinator.
- The student and employer must work together to make sure the evaluations are completed. The student will be responsible for completing weekly reports as well.
- The student will complete the final project OR written analysis report by the end of the internship. Additionally, the final presentation of the internship experience will be after the internship is complete.

# Expectations of Employers

The organization employing the student intern will provide a well-rounded, hands-on learning 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:

- **Growth Plan**
- Dress requirements
- The hours of work
- Punctuality
- Duties, work assignment
- Safety procedures and policies
- Other miscellaneous items required for successful internship experience

The student and employer will complete a growth plan that outlines these expectations.

## Internship Recommendations

- 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 in order to recieve credit. Additional hours could always be offered for overtime pay.
- The final project would benefit both the employer and student. A list of student projects may be provided but 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 when discussing the internship with the employer.
- An hourly wage range of $10-$14 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.

# Getting an Internship Position

## Timeline (Spring Semester)

| STUDENTS | EMPLOYERS |
|---|---|
| **January**<br>› Students begin spring semester classes including AGI 191 Professional Development.<br>› Students meet with Internship Coordinator to discuss plan of action. | **January**<br>› Employers should begin posting their internships to the AGI online database.<br>› Employers should think about summer projects for interns to complete. |
| **February**<br>› Students will search for internships that are interesting to them.<br>› Students will begin applying for prospective internships. | **February**<br>› Employers should be ready to talk to interested students.<br>› Employers will evaluate potential intern candidates and request interviews. |
| **March**<br>› Interviews take place at an agreed upon location, such as NC State.<br>› Students should prepare to interview for multiple positions and send thank you notes upon completion of interviews. | **March**<br>› Interviews take place at an agree upon location, such as NC State.<br>› It may be beneficial for the employer to complete multiple interviews in one day. |
| **April**<br>› After the student is hired, employers and students need to work together to complete the memorandum of agreement and the growth plan. This needs to be done before the internship begins and through the AGI Database. | **April**<br>› After the student is hired, employers and students need to work together to complete the memorandum of agreement and the growth plan. This needs to be done before the internship begins and through the AGI Database. |
| **May-June-July**<br>› Interns begin work with their respective employers.<br>› Interns complete weekly reports.<br>› Students complete final project OR written analysis as determined by their growth plan.<br>› Students complete employer evaluation.<br>› Students prepare their final presentation to be presented in fall semester. | **May-June-July**<br>› Interns begin work at organization.<br>› Set up a date for a mid-point check in with faculty.<br>› Complete mid-point evaluation.<br>› Complete intern exit evaluation.<br>› Meet with students throughout the internship to discuss progress and check-in. |

# Course Registration

If you are interested in participating in the internship program, you will need to register for both AGI 191: Professional Development and AGI 192: External Learning Experience.

### AGI 191: Professional Development:

- Enroll in this class for your Spring semester of your first year. This way you can complete the internship during the summer between your first and second year.

### AGI 192: External Learning Experience:

- Before you are able to register for **AGI 192**, you must have a B– or better in **AGI 191**.
- Enroll in AGI 192 for the Fall semester after the summer in which you completed the internship.
- Your credit hours will count towards your fall semester course load.

# Internship Search

Finding an Internship is not always an easy task. The Agricultural Institute has several different options to help you.

### Agricultural Institute Internship Database

The AGI Internship Database is available only for Agricultural Institute students. Below are the steps you should follow to access this database:

- Go to the NC State Ag Institute Website: cals.ncsu.edu/agricultural-institute
- Click on the Internships Tab
- Click on For Students
- Click on Student Database
- You will log in with your unity id and be able to search the different internships!
- Click on the arrow next to the internship and upload an application to apply.

### Family and Friends

You can also reach out to people you know in your community. Family businesses are eligible for internship sites. However, these businesses must still complete all of the necessary paperwork. In addition, students who complete internships with businesses where they have previously worked must do so with a clear expectation of how the internship work will be different.

### E-Pack

E-Pack is the search engine that is used by everyone at NC State University. You can log-in through mypack portal or by completing a general search for NCSU E-Pack. When searching for an internship you will need to make sure that you are looking at AGI specific internships.

# Agricultural Institute Internship Database

The AGI Internship Database centrally houses all of the internship positions, resources, and forms. **All of the forms included in this handbook are to be completed on the AGI Internship database.** After you are hired through the database you will have your own intern portal (see below).

- **Go to the NCSU Agricultural Institute website at cals.ncsu.edu/agricultural-institute**
- **Click on the Internships Tab**
- **Click on Database**
- **You will then need to sign in with your unity id and password**
  - **If you are applying for an internship click on the arrow next to the company, upload the application, and submit.**
- **After you have been hired, follow the same steps as above and it will take you to your internship portal. This is where you will click to sign your MOA, complete the growth plan, complete your weekly reports and evaluations, and upload your final**

Below is a sample checklist of the database.

***The dates shown in the database image below will change based on the start/end dates you enter in your growth plan. If your start/end date changes anytime after you have completed the growth plan, please let the internship coordinator know.

**CHECKLISTS**

| STUDENT RESPONSIBILITY | EMPLOYER RESPONSIBILITY | AGI INTERN COORDINATOR RESPONSIBILITY |
|---|---|---|
| ☑ **Memorandum of Agreement** | ☑ **Memorandum of Agreement** | **Memorandum of Agreement**<br>No action required |
| ☑ **Growth Plan**<br>View Growth Plan<br>**Click here to edit the Student's Growth Plan End Date** | ☑ **Growth Plan** | ☑ **Growth Plan** |
| **Weekly Reports**<br>See below | **Weekly Reports**<br>No action required | **Weekly Reports**<br>Review below |
| ☑ **Mid-Point Evaluation of Intern by Employer**<br>(Submit between 05/08/2017 and 06/17/2017) | ☑ **Mid-Point Evaluation of Intern by Employer**<br>(Submit between 05/08/2017 and 06/17/2017)<br>View Mid-Point Evaluation | ☑ **Mid-Point Evaluation of Intern by Faculty**<br>(To be completed by Faculty between 05/08/2017 and 05/22/2017)<br>View Employer Mid-Point Evaluation |
| ☑ **Exit Evaluation of Employer by Intern**<br>(Submit by 06/29/2017)<br>View Exit Evaluation | ☑ **Exit Evaluation of Intern by Employer**<br>(Submit by 06/29/2017)<br>View Exit Evaluation | Finalize |
| ☑ **Final Report**<br>(Submit by 06/29/2017)<br>View Final Report | | |

# Memorandum of Agreement

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 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, you will find it through the AGI Online Database. As a student, after you have been hired for the position you will be asked to read the MOA and click a box at the bottom of the page to acknowledge your agreement.

For the NCSU online version, visit this link
http://www.ncsu.edu/general_counsel/contracts_library/documents/INTERNSHIPTEMPLATE.pdf

# Growth Plan for Students: Information Page

**BEFORE the intern begins working at the internship site they will need to complete a growth plan. The student should have this form filled out completely on the database, making sure to provide all of the information listed below and on the next two pages. Upon completion, both the employer and the internship coordinator or faculty supervisor will receive the student growth plan and approve it. This is part of the student's grade. The student will access the database the same way as stated on page 15, however once the student has been hired through the database, after they log-in with their unity id and password, they will be directed to their own portal where they will complete the follwing paperwork and weekly reports.**

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: _____

PhoneNumber: _____

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:

- The intern will begin learning the bidding and estimating process in a landscape installation job by sitting in on a client/company meeting.
- The intern will develop and suggest implementation strategies for Good Agricultural Practices (GAP) in a fruit and vegetable production operation.
- 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. _____

_____

_____

_____

# Growth Plan for Students

## Activities in which the intern will participate

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

1. _____

2. _____

3. _____

4. _____

5. _____

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. 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. In the space below, please describe the impact that this project will have on the student and on the company. Please describe why this project is necessary. Please describe what this project entails.

Faculty Signature: _____

Employer Signature: _____ Date: _____

Student Intern Signature: _____ Date: _____

# Maximizing the Experience

## Suggestions for Success

In order to make sure your internship is a rewarding experience, the Agricultural Institute provides the following suggestions:

- **Set Realistic Goals and Expectations**—Work with your employer to prepare goals for you during your experience.
- **Communicate Respectfully**—Make sure you maintain a pleasant and respectful attitude during your working relationship. Also make sure that when you are emailing your employer that you use proper email etiquette.
- **Positive Attitude**—As an intern you may not always get the most ideal assignments to complete but it is important to maintain a positive attitude. Employers want to see that you are taking on assigned tasks with enthusiasm and are excited about acquiring new skills.
- **Assignments**—Take your assignments seriously and understand when you have to meet deadlines.
- **Manage Your Time Wisely**—This is important while you are working on your assignments and when your employer expects you to get work done.
- **Ask Questions**—Do not be afraid to ask your employer questions about anything!

***"Don't ever turn down a opportunity, because you never know what it will lead to. My internship experience opened up new possibilities for the future."*** **Corbin Griffin, Horticultural Science Management Student (Pictured Above)**

# Faculty Supervisor Mid-Point Evaluation

## MID-POINT EVALUATION OF INTERN BY FACULTY

***Completed through database

Date: _____ Hours Completed to Date: _____

Intern's Name: _____

Supervisor/Title: _____

Company: _____

Please complete the following evaluation online 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 - Part 2

## MID-POINT EVALUATION OF INTERN BY FACULTY

***Completed through database

***Please indicate how well the intern has demonstrated each of the following skills (1=not at all, 5=very strongly). See page 7 for a more detailed description of the various skill sets.***

**Communication Skills:**

**1** **2** **3** **4** **5**

Comment: _____

**Decision Making/Problem Solving:**

**1** **2** **3** **4** **5**

Comment: _____

**Self-Management Skills:**

**1** **2** **3** **4** **5**

Comment: _____

**Teamwork Skills:**

**1** **2** **3** **4** **5**

Comment: _____

**Professionalism Skills:**

**1** **2** **3** **4** **5**

Comment: _____

**Leadership Skills:**

**1** **2** **3** **4** **5**

Comment: _____

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

_____

_____

_____

Additional comments: _____

_____

_____

_____

Faculty Signature: _____

# Employer Mid-Point Evaluation

## MID-POINT EVALUATION OF INTERN BY EMPLOYER

***Completed through database

Date: _____ Start Date of Internship: _____

Intern's Name: _____

Supervisor/Title: _____

Company: _____

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, please submit the evaluation through the AGI Internship Database. (Go to NCSU AGI website, click on Internships, click on For Employers, click on database, sign-in)

Please indicate the intern's top two (2) strengths during the course of his/her internship, with examples:

1. _____

2. _____

Please indicate at least one (1) opportunities for improvement for the intern:

1. _____

***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 - Part 2

## MID-POINT EVALUATION OF INTERN BY EMPLOYER

***Completed through database

***Please indicate how well the intern has demonstrated each of the following skills (1=not at all, 5=very strongly). See page 7 for a more detailed description of the various skill sets.***

**Communication Skills:**

**1** **2** **3** **4** **5**

Comment: _____

**Decision Making/Problem Solving:**

**1** **2** **3** **4** **5**

Comment: _____

**Self-Management Skills:**

**1** **2** **3** **4** **5**

Comment: _____

**Teamwork Skills:**

**1** **2** **3** **4** **5**

Comment: _____

**Professionalism Skills:**

**1** **2** **3** **4** **5**

Comment: _____

**Leadership Skills:**

**1** **2** **3** **4** **5**

Comment: _____

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

_____

_____

_____

Additional comments: _____

_____

_____

Employer Signature: _____ Date: _____

Student Intern Signature: _____ Date: _____

# Intern Evaluation

## EXIT EVALUATION OF INTERN BY SUPERVISOR

***Completed through database

Date: _____ Start Date of Internship: _____ End Date of Internship: _____

Intern's Name: _____

Supervisor/Title: _____

Company: _____

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, please submit the evaluation through the AGI Internship Database. (Go to NCSU AGI website, click on Internships, click on For Employers, click on database, sign-in)

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. _____

_____

***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 willingess 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: _____

# Intern Evaluation - Part 2

## EXIT EVALUATION OF INTERN BY SUPERVISOR

***Completed through database

Intern's Name: _____

***Please indicate how well the intern has demonstrated each of the following skills (1=not at all, 5=very strongly). See page 7 for a more detailed description of the various skill sets.***

**Communication Skills:**

**1** **2** **3** **4** **5** **N/A**

Comment: _____

**Decision Making/Problem Solving:**

**1** **2** **3** **4** **5** **N/A**

Comment: _____

**Self-Management Skills:**

**1** **2** **3** **4** **5** **N/A**

Comment: _____

**Teamwork Skills:**

**1** **2** **3** **4** **5** **N/A**

Comment: _____

**Professionalism Skills:**

**1** **2** **3** **4** **5** **N/A**

Comment: _____

**Leadership Skills:**

**1** **2** **3** **4** **5** **N/A**

Comment: _____

**Technical Skills:**

**1** **2** **3** **4** **5** **N/A**

Comment: _____

# Intern Evaluation - Part 3

## EXIT EVALUATION OF INTERN BY SUPERVISOR

***Completed through database

**Overall Performance**

How would you rate the intern based on his/her performance overall?

***Please circle or highlight one (1) letter grade.***

| Unsatisfactory | Poor | | | Average | | | Good | | | Outstanding | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | .5 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| F | D- | D | D+ | C- | C | C+ | B- | B | B+ | A- | A | A+ |

**Overall suggestions or comments:**

Employer Signature: _____ Date: _____

Student Intern Signature: _____ Date: _____

# Employer Evaluation

## EMPLOYER EVALUATION BY INTERN

***Completed through database

Intern's Name: _____

Supervisor/Title: _____

Company: _____

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. The internship coordinator will share the feedback with the employer. This is part of your grade, please answer completely and honestly.***

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: _____

# After the Internship Experience

## Next Steps

**After you have completed your internship, there are several things that you need to do.**

- **Thank you note to employer** — A handwritten thank you note is even more important than a verbal thank you. Let your employer know that you appreciated the opportunity to work for them and that you are glad that you learned new skills. Try to make the note personal by sharing experiences that you had. Often times a thank you note will set you a part from others. This could also help you in securing a future job with the company.
- **Post internship paperwork**.— Please make sure all your weekly reports have been done and your final project is complete.
- **Presentation about internship** — In the semester after your internship, you will present your experiences to faculty, classmates, and employers.
- **Add the experience to your resume!**

# Sample Checklist

## Make sure to complete all of the following:

### FALL SEMESTER I

- [ ] Register for AGI 191: Professional Development
- [ ] Be in good academic standing for the spring semester.

### SPRING SEMESTER

- [ ] Meet with the internship coordinator or faculty supervisor to discuss a plan of action for the spring semester.
- [ ] Search for internships that interest you. You may look through the AGI database, ask family/friends , epack, or agcareers.com
- [ ] Apply for internships and prepare for interviews. Don't forget to send a thank you note after the interview.
- [ ] Accept or decline internship offers.
- [ ] Make sure that you have completed all necessary paperwork through the internship portal: Student Growth Plan, and Memorandum of Agreement.
- [ ] Complete AGI 191: Professional Development with a B– or better.
- [ ] Register for AGI 192 for the fall semester. You can register up to 3 credit hours depending on how many hours you work for your summer internship.

### SUMMER

- [ ] Begin your internship.
- [ ] Schedule mid-point check in with the faculty supervisor. Depending on the internship location, this may be in person or by Skype/phone call.
- [ ] Make sure to complete all necessary paperwork including: weekly progress reports, evaluations, and working towards your final project.
- [ ] Complete student evaluation.

### FALL SEMESTER II

- [ ] Complete and present final presentation to faculty and other students.

# FAQs

### How long does the internship last?

Since students will earn academic credit for this internship, students must complete at least 120 hours. However, most students will intern for 400 hours with 40 hours a week for 10 weeks. Interns may work for longer than 10 weeks as long as they are appropriately compensated.

### Can I take other classes while interning?

While it is possible to take other classes, it is not recommended as you will most likely be working full-time. You will also be earning between 1-3 credit hours.

### Will I get academic credit?

Yes, students will receive academic credit. Depending on how many hours the student works (agreed upon and signed by both the student, faculty supervisor, and employer) students can earn between 1-3 credit hours.

### Will this experience be documented on my transcript?

Yes. Students will earn a letter grade (A-F) for each course (AGI 191 and AGI 192).

### When do I begin the application process?

Now! Students can begin at any time. You should give yourself plenty of time to start researching and finding internships. This typically may be done during your first semester in the Ag Institute. In addition, you must register for AGI 191: Professional Development. In AGI 191, you will be working on the different parts of the internship process.

### Who can I contact with more questions?

For more information or for answers to questions not answered here, contact the Agricultural Institute Office at 919.515.3248 or ag_institute@ncsu.edu

Also, make sure to talk to your academic advisor if you are thinking of interning.

NC State University promotes equal opportunity and prohibits discrimination and harassment based upon one's age, color, disability, gender identity, genetic information, national origin, race, religion, sex (including pregnancy), sexual orientation and veteran status.

# Resources

The following resources can help you before, during, and after your internship program.

- Agricultural Institute
  cals.ncsu.edu/agricultural-institute/student-internships/
- LinkedIn
  https://www.linkedin.com/
- AgCareers.com
  AgCareers.com
- ePack
  http://careers.ncsu.edu/getting-experience/epack-info/

North Carolina
Tobacco Trust Fund Commission