Table of Contents

Letter from Dr. Wilson ............................................. 3
Introduction .......................................................... 4

Understanding the Basics

Program Goals ......................................................... 5
Internships and Part-Time Jobs, Defined ......................... 6
AGI 195: Soft Skills for Internships .......................... 7
AGI 192: External Learning Experience ....................... 8
Benefits of an Internship .......................................... 9
Expectations of Students ........................................... 10
Expectations of Employers ....................................... 11
Eligibility Requirements ......................................... 12

Getting an Internship Position

Timeline for Students and Employers ....................... 13
Course Registration ............................................... 14
Internship Search ............................................... 15
Legal Implications ............................................... 16
Memorandum of Agreement ................................ 17
Growth Plan for Students ...................................... 18

Maximizing the Experience

Suggestions for Success ........................................... 21
Faculty Supervisor Evaluation ................................ 22
Employer Evaluation ............................................. 24
Intern Evaluation .................................................. 26

After the Internship is Completed

Next Steps .......................................................... 30
Resources .......................................................... 31
Checklist ............................................................. 32
FAQs ................................................................. 33
Letter of Faculty Support

July 16th, 2015

Dear Students:

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 you, as students, real life work experience with employers.

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 have any questions in regards to the internship program, please contact me or the AGI office.

Sincerely,

Lee Ivy, Coordinator, AAS Degree
Horticultural Science
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 Employers

Internship Faculty

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

Mr. Lee Ivy
Horticulture Majors Only
919-515-2808 (office)

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

Ms. Alyssa Degreenia
919-515-3248 (main office)

Email: ag_institute@ncsu.edu
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.
Understanding the Basics

Internship Program Goals

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 1 credit hour course in which they focus on employability skills which include:

- 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.

What The Agricultural Institute Has to Offer

The Agricultural Institute (AGI) offers a two course sequence designed to help students learn more about the soft skills that are desired in the workplace.

THE TWO COURSES ARE:

- AGI 195 Special Topics: “Pre-Internship Soft Skills”
- AGI 192 External Learning Experience

The AGI works closely with employers to develop these courses and set up valuable and meaningful internship opportunities. More information about these specific courses can be found in the next few pages.
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.¹

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 Source
## 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

### Module #4: Leadership Skills
- List and define leadership skills and leadership styles
- Evaluate different leadership styles
- Analyze the phrase “anyone can be a leader”

### 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
AGI 192: External Learning Experience

***AGI 195 must be taken prior to completing the internship (AGI 192). AGI 192 is a letter graded course with a breakdown of assignments below.***

<table>
<thead>
<tr>
<th>INTERNSHIP ASSIGNMENT</th>
<th>PERCENTAGE OF GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Paperwork (Growth Plan and Contract)</td>
<td>10%</td>
</tr>
<tr>
<td>Weekly Activity Reports</td>
<td>30%</td>
</tr>
<tr>
<td>Mid-Point Evaluation by Faculty Supervisor</td>
<td>5%</td>
</tr>
<tr>
<td>Mid-Point Evaluation by Employer</td>
<td>5%</td>
</tr>
<tr>
<td>Final Evaluation by Employer</td>
<td>5%</td>
</tr>
<tr>
<td>Employer Evaluation by Student</td>
<td>5%</td>
</tr>
<tr>
<td>Final Project or Written Analysis Report of Agency</td>
<td>20%</td>
</tr>
<tr>
<td>Final Presentation of Project</td>
<td>15%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

**CREDIT HOURS**

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.

- 120 hours worked = 1 academic credit
- 240 hours worked = 2 academic credits
- 360 hours worked = 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 intern agree on a specific start and end date with the minimum number of hours in mind.
Students who complete an internship have a unique opportunity to put 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:

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

Benefits of an Internship
Expectations of Students

Students must complete AGI 195 Special Topics: “Pre-Internship Skills”

› This is a 1 credit hour course, prior to completing 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:
› 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

Student Responsibilities

› The student and employer will construct an agreement/contract that outlines these expectations. The contract will be signed by the student, employer, and internship coordinator.
› 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
› They must also complete the coursework that accompanies the internship experience.
› Students must meet with the internship coordinator and receive approval prior to completing their internship experience.
› If you do not complete your internship within the semester in which you registered for it, you will receive a letter grade of an Incomplete until requirements are met.
The organization employing the student intern will provide a well-rounded, academic 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:
- 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.

Internship Recommendations
- We suggest the 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 hours could always be offered for overtime pay.

This 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.
Eligibility Requirements

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

› Have at least 30 credit hours or one year at the Agricultural Institute.
› 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).
› Complete AGI 195 with a B– or better.
› Register for AGI 192.
# Getting an Internship Position

## 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>› Employers should begin posting their internships to the AGI online database</td>
</tr>
<tr>
<td>› Students meet with Internship Coordinator to discuss plan of action</td>
<td>› Employers should think about summer projects for interns to complete</td>
</tr>
<tr>
<td><strong>February</strong></td>
<td><strong>February</strong></td>
</tr>
<tr>
<td>› Students will search for internships that are interesting 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 agree 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>› Sign all relevant paperwork and return to the internship coordinator</td>
</tr>
<tr>
<td><strong>May-June-July</strong></td>
<td><strong>May-June-July</strong></td>
</tr>
<tr>
<td>› Interns begin work with their respective employers</td>
<td>› Interns begin work at your organization</td>
</tr>
<tr>
<td>› Interns complete weekly reports and other required paperwork</td>
<td>› Set up a date for a mid-point check in</td>
</tr>
<tr>
<td></td>
<td>› Complete intern exit evaluation</td>
</tr>
</tbody>
</table>
If you are interested in participating in the internship program, you will need to register for both AGI 195: Special Topics: Soft Skills for Internships and AGI 192: External Learning Experience.

**AGI 195: Soft Skills for Internships:**
- 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 195 and you must have completed your Growth Plan in AGI 195.
- When you enroll in AGI 192, there is a $15 insurance charge to cover you at the worksite. This will automatically be tacked on your tuition.

Your credit hours will count towards your fall semester course load.
Finding an Internship is not always an easy task. The Agricultural Institute has several different E-Pack

E-Pack is the search engine that is used by everyone at NC State University. Below are the steps you should follow to access this database:

› Go to the NCSU Ag Institute Website:
  http://harvest.cals.ncsu.edu/agricultural-institute
› Click on the Student Internships Tab
› Look under If you are a student:
› Click the CALS Career Services Tab
› Click the box that says Login to ePACK (there is a box with a video tutorial you can use too)
› Log in and begin your search
› Make sure you are searching for internships available for AGI students.

Agricultural Institute Database

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

› Go to the NCSU Ag Institute Website:
  http://harvest.cals.ncsu.edu/agricultural-institute
› Click on the Student Internships Tab
› Look under If you are a student:
› Click on the tab that says Student Database
› You will log in with your unity id and be able to search the different internships!

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.
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.

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.
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 for the Student (pages XX) 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 XX.

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

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: ___________________________________________________
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. 

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 21 and 32 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 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 manner during your internship. 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!
Faculty Supervisor Mid-Point Evaluation

MID-POINT EVALUATION OF INTERN BY FACULTY

Date: ___________________________   Hours Completed to Date: ___________________________

Intern’s Name: ____________________________________________

Supervisor/Title: __________________________________________

Company: ________________________________________________

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:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
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:

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: ________________________________
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, return the signed copy to the intern’s coordinator via online or mail.

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

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 6 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

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, return the signed copy to the intern’s coordinator via online or mail.

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):

<table>
<thead>
<tr>
<th></th>
<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>
<td></td>
</tr>
</tbody>
</table>

Comment: ____________________________________________________________

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

<table>
<thead>
<tr>
<th></th>
<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>
<td></td>
</tr>
</tbody>
</table>

Comment: ____________________________________________________________

Career Readiness of Intern:

<table>
<thead>
<tr>
<th></th>
<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>
<td></td>
</tr>
</tbody>
</table>

Comment: ____________________________________________________________
### Intern Evaluation - Part 2

**EXIT EVALUATION OF INTERN BY SUPERVISOR**

**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 6 for a more detailed description of the various skill sets.*

**Communication Skills:**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
</table>

*Comment: ____________________________

**Decision Making/Problem Solving:**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
</table>

*Comment: ____________________________

**Self-Management Skills:**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
</table>

*Comment: ____________________________

**Teamwork Skills:**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
</table>

*Comment: ____________________________

**Professionalism Skills:**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
</table>

*Comment: ____________________________

**Leadership Skills:**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
</table>

*Comment: ____________________________

**Technical Skills:**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
</table>

*Comment: ____________________________

**Date:**

_____________________________________

_____________________________________

_____________________________________

_____________________________________

_____________________________________

_____________________________________

_____________________________________

_____________________________________

_____________________________________

_____________________________________

_____________________________________

_____________________________________

_____________________________________
**EXIT EVALUATION OF INTERN BY SUPERVISOR**

Date: ____________________  Start Date of Internship: ____________________  End Date of Internship: ____________________

Intern’s Name: ____________________

**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>Un satisfactory</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>.5</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>F</td>
<td>D-</td>
<td>D</td>
<td>D+</td>
<td>C-</td>
</tr>
</tbody>
</table>

Overall suggestions or comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please attach a separate sheet if necessary.

Employer Signature: ____________________  Date: ____________________

Student Intern Signature: ____________________  Date: ____________________
Date: __________________________  Start Date of Internship: __________________________  End Date of Internship: __________________________

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. 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: __________________________________________________________________
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.

› Presentation about final project or about internship — You will need to complete a presentation that incorporates a project you worked on during your internship.

› Add the experience to your resume!
Resources

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

› Agricultural Institute
  http://harvest.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/

These resources have provided valuable assistance in the creation of this student internship handbook.

Make sure to complete all of the following:

FALL SEMESTER

☐ Register for AGI 195 Special Topics: “Pre-Internship Soft Skills”

☐ 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 or visit 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: Student Growth Plan, Memorandum of Agreement and return sign copies to the internship coordinator.

☐ Complete AGI 195 Special Topics: “Pre-Internship Soft Skills” with a B– or better.

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.
**FAQs**

<table>
<thead>
<tr>
<th><strong>How long does the internship last?</strong></th>
<th><strong>Can I take other classes while interning?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>While it is possible to take other classes, it is not recommended as you will most likely be working full-time. As well as earning at least 1-3 credit hours.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Will I get academic credit?</strong></th>
<th><strong>Will this experience be documented on my transcript?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Yes. Students will earn a letter grade (A-F) for each course (AGI 195 and AGI 192).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>When do I begin the application process?</strong></th>
<th><strong>Who can I contact with more questions?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning in the fall semester before the internship starts. You should give yourself plenty of time to start researching and finding internships. In addition, you must register for AGI 195 “Pre-Internship Soft Skills” in the fall. During the spring semester, in AGI 195, you will be working on the different parts of the application process.</td>
<td>For more information or for answers to questions not answered here, contact the Agricultural Institute Office at 919.515.3248 or <a href="mailto:ag_institute@ncsu.edu">ag_institute@ncsu.edu</a>. Also, make sure to talk to your academic advisor if you are thinking of interning.</td>
</tr>
</tbody>
</table>