



Spring and Summer Semesters

University Coordinators

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Internship Supervisors: Professionals in approved agricultural businesses, organizations or government agencies.

Course Description: Field-based learning experience that combines study, observation, and employment with an agricultural business, organization, or government agency in the area of education, training, and development. The purpose of the internship is to provide an opportunity for students to apply educational, leadership, and communication concepts and theories in a practical context. The student intern, internship supervisor, and university coordinator develop an individual internship plan.

Credit

- One (1) to four (4) credit hours are available (the base time commitment is one credit hour per 45 clock hours of internship experience); the course may be repeated for a maximum of 8 credit hours.
- Serves as the capstone course (culminating college experience taken in the last 45 hours) for Agricultural Education Majors in the Leadership & Communication Option.

Prerequisites and Requirements

- Consent of the Department of Agricultural Education.
- Internship experience must be concurrent with enrollment in Ag Ed 4993. (Example: If the internship experience is during the fall, enrollment in Ag Ed 4993 must be during the fall session.)
- Internship Agreement is due by the last day to register, add, or change sections. Students who fail to meet this deadline may be administratively dismissed from the course.

Objectives

- Apply teaching and learning theories to the educational, training, and development needs of the agricultural business, organization, or governmental agency.
- Apply a variety of verbal, written, and interpersonal communication techniques.
- Organize and conduct educational and/or training workshops and seminars.
- Develop promotional and/or educational displays, brochures, materials, etc.
- Complete the desired outcomes identified by the student intern, internship supervisor, and university coordinator.
- Compile a portfolio to document student accomplishments during the internship.

Materials

- Daily access to e-mail during the internship
- Documents and forms located on the Department's web site:
 - Course Syllabus
 - Internship Agreement
 - Internship Journal (Weekly Report of Activities)
 - Desired Intern Outcomes
 - Internship Evaluation (mid-session and final)

General Guidelines

- 1) Your internship experience is an opportunity to learn as much as possible about a potential career area and employer. After completing your internship, you should be able to make a more informed decision about whether to pursue or not pursue a career in that particular area.
- 2) Strive to exemplify professionalism in your attitude, dress, conversation, and actions. Your internship supervisor or a business client may be a potential employer.
- 3) Internship supervisors value quality work and initiative, however do not hesitate to ask for assistance if you have questions.
- 4) You will be meeting many new people, learning new skills, operating on a business schedule, etc., so be aware that you may feel a bit over-whelmed at the beginning of the internship. A positive attitude and ability to be flexible will be valuable in adjusting to your new environment. Give yourself time to be comfortable at the internship site.
- 5) You are not only representing yourself, but also the Department of Agricultural Education; College of Agriculture, Food and Natural Resources; and the University of Missouri.

Professionalism Statement: The internship is an opportunity for students to learn in a real-world context. Interns will gain valuable insights by learning not only “what is done,” but also “how it is done” at the agricultural business, organization, or governmental agency. Interns should assume responsibility for the quality of their experience and take the initiative to gain involvement possibilities.

The ability to work well with other people and to maintain desirable relationships are qualities that every business professional should strive to develop. Interns should endeavor to be courteous, cooperative, and sincere in dealing with co-workers and clients. A professional attitude, conduct, and appearance are expectations during the internship. In addition to establishing relationships with future business professionals, the intern will be representing the Agricultural Education Department and the University of Missouri.

An important role of the university coordinator is to assist in keeping channels of communication open between the internship supervisor and the intern. Through listening and sharing, the university coordinator and the internship supervisor can help an intern overcome those barriers that may hinder his/her potential to become a successful professional in the field of agricultural education.

Accessibility Statement: If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify the Office of Disability Services, A048 Brady Commons, 882-4696 or your course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

Academic Honesty: Academic honesty is fundamental to the activities and principles of any university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain advantage not given to all students is dishonest whether or not the gain is successful. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences that range from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, or collaboration, consult the course instructor.

Nondiscrimination Statement: Faculty and staff in the College of Agriculture, Food and Natural Resources are committed to cultural diversity and nondiscrimination toward all people with regards to race, color, religion, national origin, ancestry, gender, age, all veterans, and sexual orientation.

Course Assignments and Evaluation Procedures

Criteria	Due Date	Points
Internship Journal (Weekly Report of Activities) <ul style="list-style-type: none"> <input type="checkbox"/> Goals and accomplishments are to be reported each week <input type="checkbox"/> Reflective on experiences (what you are learning vs. what you are doing) <input type="checkbox"/> Reports are to be submitted to your university coordinator <input type="checkbox"/> It is suggested that reports be e-mailed <input type="checkbox"/> Each report is to be completed and submitted no later than Monday after the week the report covers <input type="checkbox"/> Reports will be reduced 25% for each day submitted past the due date 	Every Friday	100
Internship Supervisor's Evaluation <ul style="list-style-type: none"> <input type="checkbox"/> Mid-Point (50 points) <input type="checkbox"/> Final (100 points) 	Mid Semester One Week before Finals	150
Desired Intern Outcomes <ul style="list-style-type: none"> <input type="checkbox"/> Identified at the beginning of the internship <input type="checkbox"/> Evaluated and documented by the internship supervisor at the completion of the experience 	One Week before Finals	100
University Coordinator's Evaluation	One Week before Finals	100
Portfolio documenting the accomplishments, knowledge, and skills developed during the internship. The portfolio content should demonstrate your abilities at this point in your career preparation. The portfolio will be evaluated on the following: <ul style="list-style-type: none"> <input type="checkbox"/> Table of contents and tabs identify the contents of the portfolio <input type="checkbox"/> Narrative describes the content of the portfolio <input type="checkbox"/> Content (samples of work) demonstrates your abilities <input type="checkbox"/> Quality of content <input type="checkbox"/> Organization and neatness 	One Week before Finals	150
TOTAL		600

Note: **Assignments must be received by the due date.** Letter grades will be assigned by the University Coordinator.

Grading Scale

A+ = 99.0 - 100%	C+ = 77.0 - 79.9
A = 94.0 - 98.9	C = 74.0 - 76.9
A- = 90.0 - 93.9	C- = 70.0 - 73.9
B+ = 87.0 - 89.9	D+ = 67.0 - 69.9
B = 84.0 - 86.9	D = 64.0 - 66.9
B- = 80.0 - 83.9	F = below 64.0