

Agriculture 398
Professional Practice Manual
Internship in Agriculture

ILLINOIS STATE UNIVERSITY
COLLEGE OF APPLIED SCIENCE AND TECHNOLOGY
DEPARTMENT OF AGRICULTURE
CAMPUS BOX 5020
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DEFINITION OF PROFESSIONAL PRACTICE:

INTERNSHIP IN AGRICULTURE AGR 398

The Illinois State University Department of Agriculture considers an Internship Program as departmentally approved and supervised senior college level work experiences in agricultural or agriculturally related businesses, agencies, institutions, or organizations. A minimum of 45 hours of work experience must be satisfactorily completed by a qualified student for each one semester hour of university credit he/she expects to obtain. The student, the employer (Cooperating Agency Supervisor), the student's Academic Advisor, and the Department of Agriculture coordinator are directly involved in the planning, supervision, and administration of the total work experiences.

Internship: The term Internship is applied to those credit generating, professionally supervised work experiences which may be paid or unpaid. Students typically experience only one Internship during their college career.

OBJECTIVES

- A. To provide opportunities for students to obtain learning experiences in applying for a job, interviewing, and accepting supervision in an actual job situation.
- B. To provide students with the opportunity to apply knowledge and skills learned in the academic setting.
- C. To provide students the opportunity to develop and/or improve personal and communication skills in working with people.
- D. To provide employers of agricultural graduates with prospective employees who have had work experiences in their chosen career area, as well as a variety of related work experiences.
- E. To improve the Bachelor Degree Programs in Agriculture and Agribusiness through planning and close cooperation between educational institutions and the "world of work" in course content development.

AGRICULTURE PROFESSIONAL PRACTICE GUIDELINES

A. Student Eligibility: For a student to participate in the Agriculture Professional Practice Program, he/she must:

1. Be currently classified as a major in any of the majors or sequences offered by the Department of Agriculture.
2. Have completed a minimum of 60 semester hours at the time of placement.
3. Be in good academic standing with a Cumulative Grade Point Average of 2.5 or better at the time of application and at the time of placement.

B. Insurance:

1. Student Health and Accident Insurance

- a. Full time students are covered by 1) health and accident, and 2) Student Health Service (available at ISU Health Center).
- b. Part time students -- Defined as undergraduate: 11 or less semester hours fall and spring semester, 5 or less semester hours summer session. Graduate: 8 or less semester hours fall and spring, 5 or less semester hours summer session. Interns are not covered by 1) health and accident insurance and 2) Student Health Services (available at ISU Health Center). Students should (most employers require) be covered by health and accident insurance. Insurance can be acquired in one of the following ways 1) via parents health insurance policy, 2) purchase of health insurance from ISU Student Insurance Office. Students may opt to buy Student Health Services (available at ISU Health Center) if they so desire and are living in Bloomington/Normal area (available in HC).

2. Liability Insurance

- a. Liability coverage is extended to all students enrolled in the internship program or any other clinical experience only where intentional negligence of a member of the staff results in an injury to the student. Students enter the internship program with full knowledge of the potential risk of harm which may occur course of the program. While en route to the off-campus site, a student is exposed to the same risks as those encountered en route to classes on campus. In these cases, the student assumes the risk of any accident or injury. See the Agriculture Professional Practice Coordinator for more specific information concerning liability insurance.

C. Professional Practice Programs:

1. All Department of Agriculture faculty are encouraged to help locate and develop Professional Practice Programs. The Department of Agriculture Coordinator should be informed of favorable contacts made by the faculty. The coordinator will then follow through in evaluating and finalizing the Program with the contact and the student.
2. The Program for a particular student must be approved by his/her Department of Agriculture Academic Advisor, the Department Professional Practice Coordinator, and the Chairperson, Department of Agriculture, as well as the student and the Agency Supervisor.
3. A student may not intern with a firm, agency, or individual where the direct supervisor is a **relative**.
4. Preference may be given students whose major is directly related to a particular Professional Practice Program.
5. Students may also seek out sites for Professional Practice Programs under the direction of the Department Coordinator. The Program must receive approval by those listed in (2) above to qualify for credit.

D. Semester Hours:

1. The Department of Agriculture Internship Program is a university credit program. A maximum of six semester hour may be obtained under any one Professional Practice Program (one semester or one summer).
2. The number of semester hours (1-6) for a given Professional Practice Program depends upon the educational work experience obtained. A minimum of 45 hours of work is required for each one semester hour of credit.

E. Grading:

1. Each student will receive a letter grade from "A" through "F". The grade shall be determined by the student's Supervisor and the Department of Agriculture Coordinator, based upon:
 - a. Evaluation of the student's performance in the program by the Agency Supervisor at the participating firm or agency and the Department Coordinator; (75 percent),
and
 - b. Evaluation by the Department of Agriculture Coordinator of a final written report submitted by student; (25 percent).

F. Student Recruitment:

1. The Department of Agriculture Professional Practice Coordinator shall hold informational meetings as appropriate to familiarize students with Professional Practice Programs in Agriculture.
2. All Department of Agriculture faculty are encouraged to assist in acquainting students with Professional Practice Programs.
3. Information relative to potential Professional Practice Programs will be posted in Turner Hall and be listed in the Department of Agriculture weekly announcements.

G. Student Selection:

1. Participating firms or agencies should be encouraged to interview on campus and use the services of the Department of Agriculture and the Placement Office. The Department of Agriculture Coordinator will work with the Placement Office in arranging for specific interview dates, just as for other types of job interviews.
2. Students need to complete the Professional Practice Application Forms prior to signing up for interviews. Should a student obtain a Professional Practice position without going through the on-campus interviewing process, he/she will still need to complete the Forms, and a Resume. Application Forms will be kept on file by the Department of Agriculture Coordinator. They will be available to firms or agencies seeking student interns.

H. Professional Practice Supervision:

1. It is recommended that each Professional Practice student be visited at least once. For situations where a visit is impractical, at least one telephone visit will be conducted with the student and the Agency Supervisor.
2. An attempt should be made to complete the on site visit during the first one-half of the semester of summer session.

RESPONSIBILITIES OF THE STUDENT, THE DEPARTMENT OF AGRICULTURE COORDINATOR, THE ACADEMIC ADVISOR, AND THE COOPERATING AGENCY SUPERVISOR

A. STUDENT RESPONSIBILITIES

1. Complete the following forms prior to an individual advisement session with the Coordinator:
 - a. Professional Practice Application Form.
 - b. Current resume (provide Coordinator with at least two copies).
2. Appear, when requested to do so, for the cooperating agency interview.
3. If not completed prior to registration, finalize and obtain all necessary approvals for the Agency-Student Agreement plan by the end of the first week of the semester. The student, the Agency Supervisor, your Academic advisor, the Department of Agriculture Coordinator, the Chairperson, Department of Agriculture must approve the finalized agreement by signature prior to registration approval.
4. Arrange a work schedule, in line with a Program of Courses, with the employer or his/her representative, and report the finalized work schedule to the coordinator during the first two weeks of the semester, or before.
5. Report on schedule to the cooperating agency dressed and groomed in an appropriate manner.

6. Be punctual and reliable. The agency representative must be contacted if the student will be absent or late.
7. Complete all work, written or otherwise, assigned by the agency.
8. Complete all course requirements as outlined by the Agriculture Coordinator.
9. Become familiar with the agency personnel and agency policies pertaining to security, confidentiality, etc.
10. Become sufficiently involved within the agency, not only to understand day-to-day operations, but also to note areas in need of improvement.
11. Suggest recommendations for improvement where appropriate. (students' recommendations should reflect their thorough understanding of the problem as should their suggestions for improvement and change).
12. Complete the Student Evaluation of Professional Practice Form and return it to the Agriculture Coordinator prior to the end of the semester or summer session.
13. Complete and submit the final written report to the Agriculture Coordinator.

B. DEPARTMENT OF AGRICULTURE COORDINATOR RESPONSIBILITIES

1. Places student in internship assignments and guides and counsels to assist the student in achieving maximum educational benefit for growth and development toward Professional Practice and career objectives.
 - a. Student and Coordinator agree on appropriate experiences to achieve objectives.
 - b. Coordinator and/or student attempts to locate a cooperating agency that will offer these agreed upon experiences.
 - c. Student and Coordinator compromise when necessary, based upon the opportunities available.
2. General duties of the Coordinator:
 - a. Conducts orientations and interviews each qualified student.
 - b. Provides forms necessary for student to complete application process.

- c. Assesses student needs.
- d. Contacts employers to sell both the program and the individual student when necessary.
- e. Arranges a matching of student and employer (final selection of intern is made by employer).
- f. Collects data on student performance.
- g. Collects data on employer performance.
- h. Uses data to make decisions about future courses of action for both the student and the employer.
- i. Maintains a liaison with the teaching faculty.
- j. Evaluates reports submitted by students.
- k. Judges the performance level of the student during each Professional Practice period.

C. AGRICULTURAL ACADEMIC ADVISOR RESPONSIBILITIES

- 1. Encourage potential employers to participate in Agriculture Professional Practice Programs.
- 2. Inform students and the Department of Agriculture Coordinator of new Professional Practice opportunities.
- 3. Encourage qualified students to seek career related experiences through the Professional Practice Programs.
- 4. Assist students in completing/revising the Student Objectives Form.

D. COOPERATING AGENCY SUPERVISOR RESPONSIBILITIES

- 1. Participate with the Department of Agriculture Coordinator and the student in developing a meaningful Agency-Student Agreement. This should be completed prior to approval of the Professional Practice Program.

2. Allow the student to begin work during the first week of the semester or an agreed upon date shortly before or after. The Coordinator will provide the agency with the necessary information about the starting dates, as well as any mid-semester breaks or holidays observed by the University. However, employer needs and desires will be followed by the intern.
3. Select and assign a qualified staff member to provide supervision for the student.
4. Determine, through mutual agreement, the students' working hours providing at least a minimum number of hours of work per week to complete the semester of summer session requirements (45 hours of work are required for each semester hour of credit to be earned).
5. Provide the name of the staff member who will be the liaison between the cooperating agency and the Department of Agriculture Coordinator.
6. Orient the student as to the agency's expectations of appropriate dress, policies pertaining to confidentiality, and any other types of significant behaviors relative to that specific agency.
7. Allow the student to participate in conferences, interviews, training sessions, etc., when possible.
8. Contact the Coordinator when it is felt that problems are disrupting the student's performance.
9. The agency supervisor should be available to aid the Coordinator in the observation of the student's performance when on site visitations are conducted.
10. Complete both a mid-semester and final evaluation of the student's performance. Generally the mid-semester evaluation is to be completed near the mid term of the employment period. The final evaluation is to be completed one week prior to the end of the employment period. The Coordinator will provide the agency with all necessary forms in this area. The agency representative is to review the contents of the performance evaluation with the student, discuss areas in need of improvement, and suggest possible steps to meet these needs. The student is responsible for delivering or mailing the performance evaluation to the Coordinator.

EVALUATION AND GRADING SYSTEM

The student will be evaluated twice in writing by the Agency Supervisor--mid-semester and end of semester. Informal and on- going evaluations may be conducted throughout the work term. The mid-semester evaluation will be used primarily to assist the student in identifying strong areas, as well as those areas where improvement is needed. Only the final evaluation will be used in determining the final grade for the course.

No grade is determined arbitrarily. General guidelines for receiving grades "A" through "F" are shown below. It should be understood that fulfilling the minimum requirements in each of these areas does not necessarily assure the student of that particular grade. The major emphasis will be upon the quality of the work performed, and this evaluation is done primarily by the Agency Supervisor.

Requirements for an "A": Satisfactory completion of the following:

1. Report to work on time each day.
2. Report to work each day unless ill. Call employer to notify and give the reason if unable to report to work. Documentation of your illness may be required.
3. Complete satisfactorily the work that the employer has assigned you. Make up the time lost due to illness.
4. Show growth on the job.
5. Turn all reports into the Department Coordinator at the required time.
6. Demonstrate an enthusiastic and professional attitude - follow directions, be cooperative and willing to learn, and show appropriate initiative.
7. Demonstrate ability to apply skills learned.
8. Maintain positive relationships with employer, co- workers, Department Coordinator, and all others associated with your work experience.
9. Receive an above average evaluation from employer.
10. Receive an above average evaluation from the Department Coordinator.

Requirements for a "B": Satisfactory completion of one through seven of the requirements listed above and requirement ten.

Requirements for a "C": Satisfactory completion of one through five of the requirements listed above and requirement ten.

Below average and inferior performance will result in a letter grade of either a "D" or "F" if overall circumstances warrant the grade, based upon discussion with the Department Coordinator, employer, and student.

REGISTRATION FOR AGRICULTURE PROFESSIONAL PRACTICE

A. REGISTRATION:

1. Discuss your objectives with the Department of Agriculture Coordinator and your Agriculture Academic Advisor.
2. Complete the PROFESSIONAL PRACTICE APPLICATION FORM and develop your RESUME. The PROFESSIONAL PRACTICE APPLICATION FORM must be approved by your Agriculture Academic Advisor, the Department of Agriculture Coordinator, and the Chairperson, Department of Agriculture.
3. Locate a cooperating agency (employer) for desired experience.
4. Secure tentative approval of the Department Coordinator.
5. Complete the AGENCY-STUDENT AGREEMENT FORM. This form must be signed by you, the Agency Supervisor, your Agriculture Academic Advisor, and the Department of Agriculture Coordinator.
6. Register for ARG 398 PROFESSIONAL PRACTICE: INTERNSHIP IN AGRICULTURE 1-6 as you would register for any other course.

B. CALENDAR OF SEMESTER REQUIREMENTS:

1. Complete registration as outlined above.
2. Provide your employer with a completed copy of the PROFESSIONAL PRACTICE APPLICATION FORM. This provides the employer with needed personal data.
3. Inform the Department Coordinator of your work hours, days of work, and the name of your immediate supervisor.
4. Finalize the AGENCY-STUDENT AGREEMENT if this has not been done.

5. Within 5 days after the beginning of the semester, provide the Department of Agriculture Coordinator with information to complete the INTERNSHIP PALCEMENT FORM. An example of the Form, and other needed Forms are shown in the latter pages of this Manual. Copies of all Forms may be obtained from the Department Coordinator.
6. Each week: Complete and submit for previous week (no later than Tuesday) the WEEKLY TALLY SHEET OF STUDENT WORK EXPERIENCE FORM. It is suggested that the blank for each day be completed at the end of each day.
7. Mid-term:
 - a. Ask your employer to complete the STUDENT PERFORMANCE EVALUATION FORM and to review it with you after completion.
 - b. Mail or deliver the STUDENT PERFORMANCE EVALUATION FORM to the Department Coordinator.
8. Final week: Same as Mid-term.
9. In lieu of Final Exam:
 - a. Complete the STUDENT EVALUATION OF PROFESSIONAL PRACTICE.
 - b. Prepare and submit a Final Report to the Department Coordinator. This Report must be typewritten, bound in a suitable folder, and of adequate length to describe your work experiences and related reactions obtained (both positive and negative) during your Internship Experience.
 - c. Submit both "a" and "b" to the Department Coordinator no later than the end of the Final Exam Week, preferably as early during this week as possible. (If your work schedule suggests a more appropriate time to turn in these reports, it is your responsibility to schedule such with the Department Coordinator.)

DEPARTMENT OF AGRICULTURE
Illinois State University
SUGGESTIONS FOR WRITING A PROFESSIONAL RESUME

A resume is one of the basic tools of your job search. It is a description of your background and experience that tells a prospective employer what you have to offer in order to stimulate his interest in you. A good resume should tell your story clearly, concisely, and completely, emphasizing your strong points. Although there are a number of formats or styles for resumes, they have certain common elements.

Identifying information: Name, address, phone.

Career objective: Brief statement describing type of job you're seeking (short-term; longterm).

Work experience: List in reverse order work experience; include synopsis of type of jobs and responsibilities; emphasize all work related to your career objective. Stress responsibilities of position.

Personal data: May include any information you want employer to know such as: marital status, number of children, health, memberships in organizations, special accomplishments.

Credentials: Informs reader where they may get more information about you.

Length of resume: The resume should be no more than one or two pages with plenty of white space for easier reading. The length of the resume depends on the amount of information you want to include to represent yourself in the most positive way. Too much trivial information may keep your resume from being read.

Reproduction of resume: Neatness of the resume copy is extremely important; a resume is an attempt to put yourself on paper and therefore should be neatly done. Any printing service can give you information about costs of different types of reproduction services. A photo reproduction cannot be any better than the original copy.

Photo on resume: A good photo of yourself may be included but is not mandatory. A resume with your picture on it may help the employer remember you among the many applicants for a job.

For further assistance: For additional help, feel free to contact the ISU Placement Service for samples and books to assist you.

**Department of Agriculture
Illinois State University
Professional Practice Program**

STUDENT EVALUATION OF PROFESSIONAL PRACTICE EXPERIENCE

To the Student: Each student will be expected to complete this evaluation prior to the end of the semester and return it to the Department Coordinator. This information will be used to support or restructure the Internship Program within your work site agency.

Supervision:

1. Has your on-the-job supervisor provided an adequate number of new work experiences, along with optimum instruction and supervision?
2. Has he/she been available to answer questions and to review your work?
3. Has he/she met with you and given you feedback on your performance.
4. Other?

Orientation:

1. Did you on-the-job supervisor adequately acquaint you with the work of the firm, company, or agency?
2. Were you introduced to all staff members?

3. Was your orientation period adequate enough to allow you to perform significant activities during the remainder of the semester?
4. Were relevant and needed materials provided during the orientation period?
5. Were rules and regulations explained to you?
6. Other?

Activities:

1. Did you feel that you received a meaningful and relevant experience?
2. Were you allowed to participate in many of the same activities as regular staff?
3. Were you allowed to attend staff meetings and to participate?
4. Were staff members helpful in providing you with a relevant experience?
5. Did the staff solicit your comments and/or suggestions?
6. Were you given a proper amount of responsibility?

7. Were your skills used adequately?

8. Other?

Changes:

1. What changes would you recommend take place within the firm or company so that other students would have a better experience?

2. Other?

Strengths:

1. What were the outstanding attributes of the supervisor and the staff which made this a successful experience?

2. Other (feel free to comment also on your University course preparation for this Professional Practice, your Department Coordinator, etc.)?

Name: _____

Agency Name: _____

Agency Supervisor: _____

Date: _____

PROFESSIONAL PRACTICE: INTERNSHIP APPLICATION FORM

Requires at least a **2.5 GPA, 60 hours** of course work.

University ID # _____

Name _____
(Last) (First) (Middle)

Date _____

E-mail address: _____

Phone _____
(AC)

Present Address _____

Date of Birth _____

In case of emergency, notify _____

Relationship _____

Address _____

Phone _____
(AC)

Number of credit hours completed _____

ISU GPA _____

Major _____

Minor _____

Total semester hours transferred to ISU _____

Do you have any credit hours in AGR 398? _____ If yes, how many? _____

Academic period internship desired (term and year): Summer Fall Spring

Student _____

University ID # _____

PROFESSIONAL PRACTICE: AGENCY/STUDENT AGREEMENT

Agency _____

Supervisor _____

Address _____

Phone _____
(AC)

Email _____

To the student: Before beginning your internship, you are to complete this form outlining those experiences which you would like to receive over the semester. This plan is to be approved by your Agency Supervisor, Department Coordinator, and Department Chairperson. It is suggested that you consult with the Department Coordinator and Agency Supervisor in developing your outline.

To the Agency Supervisor: Following the completion of the student plan or in conjunction with student plan development, please review it with the student and make appropriate suggestions or adjustments as necessary. In addition to outlining those learning experiences available to the student intern, please indicate the student’s proposed work schedule and responsibilities.

- 1. Job description
- 2. Student Resume (attached to this form)

Number of AGR 398 credit hours requested (maximum of six) _____

Approved Disapproved _____
Agency Supervisor Date

Approved Disapproved _____
David Malone, Department Coordinator Date

Approved Disapproved _____
Dr. Robert Rhykerd, Department Chair Date

Return to:

David Malone
Campus Box 5020
Normal, IL 61790-5020
email: dmalone@ilstu.edu
Phone #: 309-438-8767
Fax #: 309-438-5653

Student's name _____

Week of _____ to _____

Weekly Report Sheet of Student Work Experiences

Student should complete this report daily. Return to the Departmental Coordinator by email, fax or regular surface mail by the following week. Additional comments may be written on the back of this form.

Day of Week	Tasks performed	What you learned or experienced	Number of hours worked
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Total hours per week:			
Rate per hour:			
Gross per week:			

Signed: _____

(Student)

Return to:

David Malone
Campus Box 5020
Normal, IL 61790-5020
email: dmalone@ilstu.edu
Phone #: 309-438-8767
Fax #: 309-438-5653

Student's name _____

Student Performance Evaluation

Midterm **Final**

To Agency Supervisor: Please evaluate the student in each of the following areas. Upon completion of the evaluation, you are encouraged to review the results with the student intern. The review should emphasize major strengths, all areas in need of improvement, and the student's potential for continued work in the field. Give a signed copy of the evaluation to the student who may provide his/her own written comments before signing and mailing to the Professional Practice Coordinator.

Student Name: _____

Agency Name: _____

Major responsibility: _____

FACTORS	EXCEPTIONAL	ABOVE AVG	AVG	BELOW AVG	POOR	NOT APPLICABLE
Quality of work						
Oral expression						
Written expression						
Quantity of work						
Promptness						
Resourcefulness						
Self-reliance						
Dependability						
Attendance						
Follows rules						
Gets along with staff						
Gets along with clients						
Understands job						

Agency Supervisor

Date