

Internship Handbook

Department of Agricultural Sciences and
Engineering Technology

Sam Houston State University

Adopted: December 2, 1999
Revised: May, 2005; September, 2012; March, 2015

Sam Houston State University

Internship Program

PROGRAM OBJECTIVES

The internship program in the Department of Agricultural Sciences and Engineering Technology at Sam Houston State University is designed to provide experience-based learning opportunities deemed important by employers, students, and faculty. As a means of becoming involved in the educational process, many employers are establishing internship programs for students. The visible presence of an internship program at Sam Houston State University encourages, acknowledges and strengthens relationships with the community, industrial and agricultural industries.

Students generally seek an internship experience at the end of their sophomore and/or junior years. Student achievements/benefits resulting from participation in the program include:

- Integration of classroom theory with actual experience in the workplace.
- An opportunity to examine the structure and functions of the firm, organization, agency, and industry.
- An opportunity to evaluate career options and choices.
- Development of professional contacts.
- An opportunity to develop and enhance communication skills.
- Partial coverage of educational expenses through the wages received from the assignment.
- Enhancement of permanent placement potential, starting salary, and position options.
- Development of interpersonal relations skills.
- Acquisition of practical skills desired by many employers.
- Development of personal independence, work expectations and required responsibilities.

The program meets several needs of the employers, including:

- Internships may provide a source of well-motivated and productive employees.
- The program facilitates recruitment into and retention of human resources within agricultural professions.
- Interns often permit better utilization of higher salaried personnel.
- The program provides an opportunity to be involved in the university academic programs.
- Students may bring new ideas, perspectives, and methods to the work site.

While faculty are not the primary beneficiaries of the internship program, the program is an excellent faculty

The program provides a source of well-motivated and productive employees.

PROGRAM PROCEDURES AND STUDENT RESPONSIBILITIES

- A. Student Eligibility
 - 1.

C. Student requirements for completing the Internship Program

1. Internship students will receive one to six academic hours of credit as agreed by the student and faculty advisor prior to initiating the internship.
2. A minimum of 100 hours of internship work/study per semester hour of credit is required.
3. A maximum of 6 internship credit hours may be used towards graduation. This may represent a single 6 hr. internship or multiple internships.
4. Registration for internship credit may be concurrent with the internship activities or the following semester as approved by the Faculty Advisor **PRIOR** to the initiation of the internship.

D. Campus Interviews

1. Students are responsible for checking the bulletin boards in academic buildings, on-line postings, e-mails, the Jobs-for-Kats website, and/or Career Services for on-campus interview schedules.
2. After the posting of an internship opening, students will be allowed to sign up for an interview appointment, when appropriate.
3. Interviews may be scheduled by the Career Services or the Agricultural Sciences and Engineering Technology , o p r 0 2

FACULTY ADVISOR'S RESPONSIBILITIES

A.

APPLICATION AND PLAN FOR INTERNSHIP PROGRAM

DEPARTMENT OF AGRICULTURAL SCIENCES AND ENGINEERING TECHNOLOGY
P.O. BOX 2088
SAM HOUSTON STATE UNIVERSITY
HUNTSVILLE, TX 77341

PLAN FOR INTERNSHIP PROGRAM

Student's name _____ SAM I.D. # _____

Local Address _____ Street _____ Home Address _____ Street _____

City _____ State _____ Zip Code _____ City _____ State _____ Zip Code _____

Local Phone (____) _____ Cellular Phone (____) _____

Home Phone (____) _____ E mail _____

Academic Advisor _____ Major/Option _____

Credit Hours Completed _____ Cumulative Grade Point Average _____

Credit Hours Within Major _____ Major/Minor Grade Point Average _____

Supervising Agency/Company _____

Phone Number (____) _____

Agency's Address _____ Street _____

City _____ State _____ Zip Code _____

Type of enterprise or business _____

Date and duration of internship: Beginning date _____ Ending date _____

Internship Position Title (if appropriate) _____

Pertinent courses completed:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____

Continue on next page

Specific Learning Objectives of the Internship:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____

Semester Credit Hours Approved _____ Semester in which enrollment is planned _____

I agree to complete the internship and will prepare weekly reports and

**SUPERVISOR'S EVALUATION OF STUDENT
PERFORMANCE DURING INTERNSHIP PROGRAM**

DEPARTMENT OF AGRICULTURAL SCIENCES AND ENGINEERING TECHNOLOGY
SAM HOUSTON STATE UNIVERSITY
HUNTSVILLE, TX 77341-2088

Please circle the letter grade that you believe the student should receive for his or her performance during this internship:

Student Name _____ **A B C D F**

We would appreciate your cooperation in rating this student in terms of his or her performance on internship placement in your agency, business, or operation. Your response will help the academic advisor in assigning a letter grade and identifying areas requiring attention in the student's continuing professional development. Thank you for your cooperation.

Criteria:	Rating (check one)				
	Excellent	Good	Fair	Unacceptable	Not observed or not applicable
A. Personal Characteristics					
1. Cooperates with management					
2. Cooperates with other workers					
3. Willingness to work					
4. Dependable					
5. Honest					
6. Ethical behavior					

Student Name _____

1. Was the student adequately prepared to work in your program?
Yes _____ No _____ Somewhat _____
 - a. In terms of academic preparation, list any areas in which the student appeared to be well-prepared.

 - b. List any areas in which you believe additional preparation would have improved the student's capability to work in your agency, firm or company.

2. How did the student demonstrate his or her acceptance of responsibility for program planning and implementation?

3. In your opinion, what are: a) the student's greatest strengths, and b) what areas may need improvement?
 - a.

 - b.

4. Did you get your "money's worth" from this student? (i.e. was the student's contribution to your business, firm or agency worth at least as much as you paid?)
Yes _____ No _____ Maybe _____

5. While some interns may be fairly early in their college education and have limited academic training, based on what you've experienced with this intern, what recommendations do you have to include in this student's academic program that would more adequately prepare the student for future professional roles?

6. Would you be willing to place another student with a similar background on internship at your agency?

Yes _____ No _____ Maybe _____

If yes, we will add your name and address to our list of approved internship sites. If no, would you please indicate the reason why your agency can no longer participate in our Internship Program? This information may assist us in future planning.

7. Additional comments.

Supervisor's Signature

Date

8. If you have questions regarding this evaluation form, please contact the student's internship advisor by calling (936) 294-1215. When completed, return this form to:

Faculty Advisor
Department of Agricultural Sciences and Engineering Technology
Sam Houston State University
Huntsville, TX 77341-2088

Student's Evaluation of Internship

Student Name

Internship Company/Organization/Agency

Criteria:

Rating

5. In what ways do you believe the company or agency could improve the internship experience for future students?

6. In what ways do you believe SHSU could improve the internship experience for future students?

7. Additional comments:

Mail or deliver to:

Faculty Advisor
Department of Agricultural Sciences and Engineering Technology
Sam Houston State University
Huntsville, TX 77341-2088

DETERMINATION OF COURSE GRADE

Sam Houston State University requires that a letter grade be given for internship courses in the Department of Agricultural Sciences and Engineering Technology. The internship advisor will assess all submitted evaluations and, combined with other observations and communication, make a subjective determination of the course grade. The intern supervisor evaluation should be mailed, faxed, or electronically transmitted to the internship advisor approximately one week prior to the beginning date for final examinations.

Final Report

An internship experience is much more than a job. It is intended to be a valuable portion of a student's educational program in preparation for a professional career. For us to evaluate the progress made and the outcome of the internship, a report is required from internship participants describing learning experiences. The preparation of this report will help evaluate the intern's professional development leading to their career goals. The report must be received by the internship advisor **on the date specified on the application**. Reports are to be sent or delivered to the Faculty Advisor in the Department of Agricultural Sciences and Engineering Technology, Sam Houston State University, Huntsville, TX 77341-2088.

The final report should reflect an evaluation of the complete internship program. It should be typed or word-processed in a standard report format. The final report should include:

1. A record or log of significant activities. The weekly reports, if constructed properly, could provide this information.
2. Summary evaluation explaining:
 - a. how the internship program relates to your interests and career goals.
 - b. suggestions and recommendations to other students who might wish to pursue an internship with your cooperating agency.
 - c. changes you plan to make due to the internship experience (i.e. courses to take, change in major, career plan changes, etc.).

In addition to the specific points to be addressed in the final report, you may describe any other observations or experiences not specified above. Your supervisor should be given the opportunity to review your report before

**SAM HOUSTON STATE UNIVERSITY
AGRICULTURAL SCIENCES INTERNSHIP PROGRAMS**

EMPLOYER INFORMATION SURVEY

Semesters: ___ Spring, January 1 - May 31 ___ Summer, June 1 - August 31 ___ Fall, September 1 - December 31

Person to contact _____ Title _____

Organization _____

Address _____
Street City State Zip Code

Telephone Number _____

Intern Job Title _____ Location _____

Brief Co-op student/Intern Job Description _____

Major and/or Pre-requisites/Minimum Requirements _____

Is Salary Expected (Y/N) _____ Details/Pay Rate _____

Is Housing Available