

**AGRICULTURAL & EXTENSION EDUCATION 489
INTERNSHIP IN AGRICULTURAL OCCUPATIONS**

**Department of Human and Community Resource Development
The Ohio State University**

**Summer Quarter, 2005
Call Number: 00526-1**

Course Syllabus

Course: AEE 489
Title: Internship in Agricultural Occupations
Credits: 5 credits
Time: Arranged
Dates: Arranged
Grade: Satisfactory/Unsatisfactory

Textbook:

Additional
Readings: As assigned

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Course Description:

AEE 489 *Internship in Agricultural Occupations* is designed to give students majoring in the Agribusiness & Industry Training option within agricultural education the opportunity to gain valuable experiential education through an internship in an agricultural business.

Course Objectives:

By enrolling in AEE 489 students will:

- ✓ Identify career options in agribusiness and industry training.
- ✓ Develop career skills within an agribusiness enterprise.
- ✓ Gain work experience in a professional environment
- ✓ Receive feedback from university supervisor and internship mentor.
- ✓ Develop a professional resume and portfolio.

Off-Campus Field Experience:

AEE 489 *Internship in Agricultural Occupations* is an off-campus course. Students complete their field experience as an intern at an agribusiness firm.

Diversity:

AEE 489 is designed, implemented, and evaluated in a manner that promotes the acquisition and application of knowledge, skills, and dispositions necessary to help all students learn and prepare for careers in the agricultural and natural resources industry.

Technology:

Both the instructor and students will utilize technology in completing the requirements for the course. Technology will be utilized to maximize student learning by being electronically connected to the course instructor.

Attendance and Participation:

Students enrolling in AEE 489 must complete their planned work schedule at their internship and all course assignments. Failure to complete assigned work responsibilities may result in dismissal from the internship and failure of the course. Decisions on dismissal will be the responsibility of the internship supervisor.

Grading:

Student performance in AEE 489 will be graded satisfactory or unsatisfactory. In order to receive a satisfactory grade in the course, the student must complete and submit all assignments by the dates indicated by the instructor. Decisions on course grade will be the responsibility of the university supervisor after consultation with the internship supervisor.

Course Requirements:

1. Internship Application

Students will be required to complete an Internship Application in order to enroll in AEE 489. Copies of the application will be placed in the students' file, and copies given to his/her academic advisor.

2. Internship Agreement & Training Plan

Prior to starting the internship, students must complete an Internship Agreement & Training Plan. The plan is completed by the student, with the assistance of his/her academic advisor, and/or internship supervisor. The plan must include a list of competencies that the student will develop during the internship experience.

3. **10th Day Report**

The student must complete and submit a 10th Day Report after the second week (10 business days) of the internship.

4. **Monthly Reports**

The student must complete a monthly report for each month during the internship. Monthly reports must include a detailed description of the hours work and the nature of the work completed.

5. **Professional Resume**

The student must develop a professional resume that includes the internship experience and competencies developed during the internship.

6. **Electronic Resume**

The student must develop an electronic resume on the College of Food, Agricultural, and Environmental Sciences' Career Services website (<http://cfaes.osu.edu/career/>)

7. **Self-Assessment**

Each student will complete a detailed self-assessment of their competencies and leadership skills at the completion of their internship.

8. **Intern Evaluation Form**

Each student will have their supervisor complete a detailed peer-assessment of their competencies and leadership skills at the completion of their internship.

9. **Internship Presentation**

At the conclusion of the internship experience, each student will develop and deliver a 15-20 minute presentation outlining their internship experience, the career area, competencies developed, and future career development plans.

Responsibilities:

Faculty Responsibility - The Department faculty will actively seek appropriate internship opportunities with private industry, government agencies, and service organizations for student interns. In addition to preparing the student for internship positions, the faculty adviser will:

1. Develop and maintain a close working relationship between student interns, employers and faculty advisers.
2. Review and evaluate job performance.

Employer Responsibility - The employer of the intern is responsible for:

1. Student job training and supervision.

2. Providing an opportunity for the intern to "learn" the organization and its programs and to observe middle management decision making through a variety of experiences.
3. Developing a tailored training program before the internship begins.
4. Keeping communications open among the student intern, supervisory management and the university academic adviser.
5. Furnishing the university adviser with an evaluation of the student.

Intern Responsibility - A student intern agrees to placement upon the terms established by the employer and the course credit requirements established by the Department of Human and Community Resource Development faculty adviser. The student shall agree to:

1. Serve the duration of an internship as a dedicated, courteous, and enthusiastic employee.
2. Accept normal work assignments that by their nature are diverse and flexible.
3. Cause no disruptions and refrain from any activity that would create dissatisfaction among regular employees.
4. Complete all course assignments by due date.

Statement of Student Rights:

Any student with a documented disability who may require special accommodations should self-identify to the instructor prior to enrolling in AEE 489 to receive effective and timely accommodations.

Academic Accommodations Statement:

If you need an accommodation based on the impact of a disability, you should contact the instructor to arrange an appointment prior to enrolling in AEE 489. At the appointment, the instructor and the student, can discuss the course format, anticipate your needs, and explore the potential accommodations. The instructor will rely on the Office of Disability Services for assistance in verifying the need for accommodations and developing accommodation strategies. If the student has not previously contacted the Office for Disability Services, the student is encouraged to do so.

Academic Misconduct Statement:

Academic misconduct of any kind will not be tolerated or permitted. If students have questions about what activities constitute academic misconduct they should consult Faculty Rule 3335-23-04. The procedures that will be followed should suspected academic misconduct occur will follow Faculty Rule 3335-23-14. In all cases of suspected academic misconduct, the instructor should make every effort to inform the student of the allegation (Faculty Rule 3335-23-14, #3A).

All assignments and examinations must be done by individual efforts. It must be clear to the student that it is expected that the student must complete each assignment by himself/herself. Furthermore, it is not recommended that you share your resources if it can be construed to be academic misconduct.