

Agricultural Technology Internship Handbook

**Agricultural Technology Program
College of Agriculture & Life Sciences
Virginia Polytechnic Institute & State University**

2008

INTRODUCTION

This handbook was developed for use by students and employers as they participate in the Agricultural Technology Internship Program. It is intended to improve communications and understanding of expectations for the employer, student, and Agricultural Technology Program.

General guidelines, policies, and procedures for the Internship program are found in this handbook. However, due to industry and technology variations, it is impossible to include specific details for every internship situation.

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WHAT IS THE AGRICULTURAL TECHNOLOGY INTERNSHIP PROGRAM?

Every student in the Agricultural Technology Program is required to complete an internship. The internship experience should be related to the career objectives of the student and is ideally a paid work experience supervised by an industry employer and an Agricultural Technology faculty supervisor.

In order to receive credit for the Internship, the student must:

- enroll in AT 0194 on or before March 25, 2008;
- turn in agreement, map, essay, and directions on or before April 11, 2008; (Requests for exceptions must be made in writing to the coordinator and approved before this deadline.)
- pay appropriate tuition and fees before the earlier of the first day of the internship or May 21, 2008; Internship requests to be completed during the Academic Year will not be approved.
- work a minimum of **12 weeks** and a minimum of **480 hours**; (This means a student must complete both requirements. If a student completes the 480 hours before the 12 weeks are up, they must continue working until the end of the 12th week. If at the end of 12 weeks a student does not have 480 hours of work, they must continue working until 480 hours are reached.)
- meet the work quality standards of the employer;
- **successfully complete all assignments expected during the Internship**; and
- earn a passing grade for AT 0194.

OBJECTIVES OF THE INTERNSHIP

The objectives of an Internship are to provide students with opportunities:

- to learn about the occupation of their choice through work experience;
- to test occupational career aspirations;
- to develop a more mature attitude toward their academic and professional preparation;
- to relate classroom instruction to occupational goals;
- to experience situations that cannot be provided in the classroom;
- to operate equipment which may not be available in the University laboratories;
- to acquire experiences gained through business/customer and employer/employee relationships;
- to develop personal qualities such as neatness, politeness, courtesy, and concern for colleagues and clientele; and
- to develop skills related to the process of gaining employment (e.g. resume writing, interviewing, etc.)

STEPS FOR INTERNSHIP IMPLEMENTATION AND EVALUATION

1. A student must have successfully completed 24 semester hours at Virginia Tech in Agricultural Technology with an overall GPA of 2.00 in Agricultural Technology to be eligible to participate in the internship. Transfer credits do **NOT** count toward the 24 hour requirement.
2. The student develops his/her resume and a letter of application to be used in the initial contact with prospective employers. Students may also seek their own employment opportunities. Students are not allowed to complete their internship with employers for whom they have worked before, including home and family operations. The internship is supposed to be a unique learning experience with new responsibilities. Individuals desiring an exception must first meet with their advisor and discuss their situation and reasons for an exception. **A student wishing to pursue an exception must submit a typed request detailing justification for the exception and must complete an oral explanation. Requests of this nature will not be approved until after ALL coursework is completed. Final approval rests with the Coordinator of Internships.**
3. The student interviews with a prospective employer who responds to the student's initial inquiry about the possibility of an internship.
4. The final employer selection must be approved through the "Internship Agreement" form. This form must be signed by the employer, the student intern, the student's advisor, and the Coordinator of Internships.
5. **The student registers for AT 0194 and pays tuition for that semester.**
NOTE: Students whose internship location is within a 50 mile radius of Blacksburg will be required to pay the Student Health Center Fee.
6. The student submits the required reports according to the schedule (Due Date Sheet) provided by the Internship Coordinator.
7. The student's Agricultural Technology faculty supervisor will conduct an on-site visitation to review the work experiences, progress on skills, and any concerns on behalf of the student and/or employer. For out-of-state internships, a visit will be made if possible. If not, telephone calls will be made as follow-up.
8. The employer submits the "Employer's Evaluation of Student" forms as requested (Due Date Sheet).
9. The student must photo copy all completed forms with appropriate signatures and retain copies so that they can be re-submitted if they are lost in the mail or on the internet.
10. Students may schedule appointments to review graded work with their instructor.
11. The Agricultural Technology Internship Coordinator is responsible for insuring grades are consistent across instructors. The Agricultural Technology Internship Coordinator retains final authority for determining final grades on individual assignments and the student's final grade in the course.
12. Blackboard will be used for submitting logbooks and final reports.

GRADING

The internship is graded on an A-F basis. The following will be taken into consideration by the Agricultural Technology faculty supervisor when assigning the grade for the Internship. **All items listed under "Grading Structure" must be completed to earn a passing grade for AT 0194 - Internship.**

- A. The Internship Agreement, Essay, Due Date Sheet, and Detailed Map to the Internship Site are on file ***before work begins***.
- B. Four "Intern Activity Reports" as assigned are completed and submitted.
- C. Four "Employer's Evaluation of Student" are completed and submitted.
- D. Sections 1 thru 5 of internship report have been submitted on blackboard.
- E. Visitation/performance evaluation has been completed.
- F. Four sections of student's logbook are completed and submitted on blackboard.
- G. Student's final internship paper has been submitted on blackboard.
- H. Fifteen digital photos have been submitted on an encased CD.

Grading Scale

A- = 900-939	A = 940-1000	
B- = 800-839	B = 840-869	B+ = 870-899
C- = 700-739	C = 740-769	C+ = 770-799
D- = 600-639	D = 640-669	D+ = 670-699

Grading Structure

	Intern Name	
Overall Grade	Points	Earned
Internship Agreement, Essay, Due Date Sheet, and Map	100	_____
Intern Activity Report #1 (5 points deducted if late)	25	_____
Intern Activity Report #2 (5 points deducted if late)	25	_____
Intern Activity Report #3 (5 points deducted if late)	25	_____
Intern Activity Report #4 (5 points deducted if late)	25	_____
Employer's Evaluation of Student #1	75	_____
Employer's Evaluation of Student #2	75	_____
Employer's Evaluation of Student #3	75	_____
Employer's Evaluation of Student #4	75	_____
Visitation	100	_____
4 Internship Logbooks (35 pts each, 5 points deducted if late)	140	_____
Sections 1-5 of Internship Report (15 points deducted if late)	90	_____
Final Internship Report & Photos (55 points deducted if late)	<u>170</u>	_____
Totals	1000	_____
Logbook		
Entries made on daily basis	20	_____
Summary of week's activities	20	_____
Entries include date, job or tasks, amount of time	20	_____
Daily entries include total of hours	20	_____
Job tasks are explained in detail the first time performed	20	_____
Neatness	20	_____
Employer Signature	<u>20</u>	_____
Totals	140	_____
Final Paper & Photos		
<u>Sections 1 thru 5</u> (15 points will be deducted if late)		
Typed	Required	
Title Page	10	_____
Introduction	10	_____
Background Information	20	_____
Business Organization	20	_____
Labor Management	20	_____
<u>Remaining Sections</u> (55 points will be deducted if late)		
Typed	Required	
5-10 page length excluding graphics	50	_____
Applicable Areas	50	_____
Marketing (if applicable)		
Machinery (if applicable)		
Crop Land (if applicable)		
Pasture Management (if applicable)		
Insect, Disease & Weed Control Practices (if applicable)		
Animal Management (if applicable)		
Greenhouse Management (if applicable)		
Soil & Fertilizer Management (if applicable)		
Turf Production & Lawn Maintenance (if applicable)		
Description or Map of Operation Layout (if applicable)		
Other topics as discussed with advisor		
Internship Synthesis/Conclusion	20	_____
Fifteen high quality digital photos (jpeg format)	<u>50</u>	_____
Totals	250	_____

INTERNSHIP RESPONSIBILITIES

General Considerations

- Internship is a cooperative program between the Agricultural Technology Program of Virginia Tech and approved employers who furnish facilities and instruction where students may acquire skills and knowledge needed in their chosen occupation.
- The agreement between the employer, the student, the advisor and the AT Internship Coordinator is for the internship only.
- The agreement may be terminated for sufficient reasons by the employer, student, or the AT Internship Coordinator, but two weeks notice must be given to each (preferably in writing).

The **student intern** is responsible for:

- finding an appropriate occupational internship;
- checking Blackboard weekly for internship updates/reminders;
- submitting the internship agreement (*typed and with appropriate signatures*) before the internship begins and securing the advisors signature before the due date on all relevant documents;
- securing fax resources from off campus suppliers if necessary to complete agreement; (Office Max and Kinko's have this capability. Students will not be allowed to use AT resources.)
- performing duties as described in the Agreement and/or as assigned by the employer, completing a minimum of 12 weeks and a minimum of 480 hours, and satisfactory performance of work expectations;
- submitting Intern Activity Reports as assigned;
- ensuring that their employer submits completed "Employer's Evaluation of Student" forms as per the "Due Date Sheet;"
- submitting sections 1 thru 5 of internship report along with Intern Activity Report #2 **PRIOR TO** the faculty supervisor's visit;
- maintaining a daily log of all work activity during the internship with Supervisor's signature weekly;
- submitting an internship report and presentation (see #17 under "Internship Report");
- turning in all forms and photo CDs to Internship Coordinator at the address or office number indicated on the forms with the exception of the final paper and logbooks which should be turned in by Blackboard; (DO NOT turn in work directly to an instructor or slide it under an instructors door.)
- achieving the 24 semester hours at Virginia Tech in Agricultural Technology (transfer credits do not count toward the 24 hour requirement) and the 2.00 GPA in Agricultural Technology needed to participate in the internship, **and if in the event the student fails** to achieve this requirement, the student must notify the employer immediately;
- enrolling in 4 credits;

- conforming with the normal work hours of the establishment, including overtime when requested;
- reporting to work on time is essential;
- always speaking well of the employer, being courteous to all, keeping business matters confidential, and working in the best interest of the organization;
- keeping neat and appropriately dressed as required; and
- requesting permission from both employer and the AT faculty supervisor before taking time off (other than that provided).
- Meeting any additional requirements that are posted on Blackboard concerning internship policies and expectations.

The **employer** is responsible for:

- providing the intern with a variety of industry related work experiences;
- conducting formal conferences (preferably weekly) at a time convenient to the employer and the intern to discuss progress and future work assignments so that both understand assignments, expectations and concerns;
- submitting the Employer Evaluation Form regularly according to the Due Date Sheet for use by the AT faculty supervisor in assigning the internship grade;
- meeting with the AT faculty supervisor and Intern for an internship evaluation during the internship for in-state interns (out-of-state interns are usually "evaluated" via a phone call);
- employing the student for the entire period as agreed unless terminated for sufficient reasons;
- paying the starting wages as per the internship agreement. Increases may be given at the employer's discretion;
- when time permits, counseling the student, answering questions and discussing methods and operations; and
- **notifying the AT Internship Coordinator immediately, preferably by phone, on any cause of dissatisfaction.**

NOTE: It is important to receive employer evaluation forms by deadlines so the intern's progress can be tracked. It is not acceptable to hold these forms for any reason.

The **AT Faculty Supervisor and/or the Internship Coordinator** is responsible for:

- assisting the student as needed in seeking internship employment;
- providing an outline of expectations and the basis for grading the internship experiences (Internship Handbook) to interns and employers;
- coordinating the assignments for visiting the interns and employers for in-state interns to evaluate their progress, or for out-of-state interns, "visited" via telephone conversation;

- mediating any difficulty between the intern and employer;
- coordinating the evaluation of the internship experiences by considering the previously listed items under GRADING; **and**
- insuring grading is consistent among all instructors.

VISITATION

Each intern will be visited by their AT Faculty Supervisor during the internship.¹ The purpose of the visit is to allow the supervisor to obtain first-hand information about the intern's working conditions, performance, and progress. During a typical visit, the supervisor will:

1. confirm and expand upon the information reported in the intern activity reports;
2. obtain the employer's evaluation of the intern's performance and progress;
3. conditions permitting, tour the facilities; and
4. discuss which sections of the final report are required;

Interns will receive written notification of the date of the visit during their internship. The intern is responsible for notifying the supervisor if there is any problem with the scheduled visit date and time.

¹ Except for those internships located outside the state. In those cases, a telephone visit may be conducted.

**AGRICULTURAL TECHNOLOGY FACULTY & STAFF
COLLEGE OF AGRICULTURE & LIFE SCIENCES
VIRGINIA TECH
1060 LITTON REAVES HALL (mail 0334)
BLACKSBURG, VA 24061
540-231-7649
(Fax) 540-231-6741**

Internship Contact

Ms. Rachel Hensley
Virginia Tech
1060 Litton Reaves Hall (0334)
Blacksburg, VA 24061
e-mail: rhensley@vt.edu
540-231-9663

**AGRICULTURAL TECHNOLOGY
AT 0194 INTERNSHIP**

DUE DATE SHEET ¹

<u>Item</u>	<u>Responsible Party</u>	<u>Due Date</u> ²	<u>Your Due Dates</u>
Agreement, Essay, Due Date Sheet, and Detailed Map to Internship Site	Intern	April 11, 2008 (by 4:00 p.m.)	April 11, 2008 (by 4:00 pm)
Intern Activity Report #1	Intern	May 30, 2008 (postmarked)	
Logbook on Blackboard	Intern	May 30, 2008 (midnight)	
Employer's Eval. of Student #1	Employer	May 30, 2008 (postmarked)	
Intern Activity Report #2	Intern	June 20, 2008 (postmarked)	
Logbook on Blackboard	Intern	June 20, 2008 (midnight)	
Sections 1 – 5 of Internship Report	Intern	June 20, 2008 (by 12:00 p.m. – by Blackboard Upload)	
Employers Eval. of Student #2	Employer	June 20, 2008 (postmarked)	
Intern Activity Report #3	Intern	July 18, 2008 (postmarked)	
Logbook on Blackboard	Intern	July 18, 2008 (midnight)	
Employer's Eval. of Student #3	Employer	July 18, 2008 (postmarked)	
Intern Activity Report #4	Intern	August 8, 2008 (postmarked)	
Logbook on Blackboard	Intern	August 8, 2008 (midnight)	
Employer's Eval. of Student #4	Employer	August 8, 2008 (postmarked)	
Final Internship Report on Blackboard	Intern	August 8, 2008 (midnight)	August 8, 2008 (midnight)
Visitation	All	To be determined	
Internship Photos	Intern	August 27, 2008 (by 4:00 p.m.)	August 27, 2008 (by 4:00 p.m.)

¹ Hand in original signed copy with your essay and keep a copy for yourself.

² These due dates assume Internship start date is on or before May 19, 2008.

Note late penalties on the Grading Structure (pg 4).

Student's Signature

Employer's Signature

Advisor's Signature

DUE DATE SHEET INSTRUCTIONS

The "Due Date Sheet" is to facilitate the timely completion of the record keeping part of the experience. Interns will be held responsible for the timely completion of all reports. Points will be lost for any and all reports not turned in on time.

- The internship agreement, essay, and detailed map are to be completed and submitted (with all the signatures) by April 11, 2008.
- The first reports are to be completed and postmarked on Friday of the 2nd week of the internship.
- The second reports are to be completed on Friday of the 5th week of the internship.
- The third reports are to be completed on Friday of the 8th week of the internship.
- The fourth reports are due on the Friday of the 12th week of the internship.
- "Employer's Evaluation of Student" reports are due on the same schedule as the "Intern Activity" reports. Interns need to be certain that employers understand that the timely submission of their evaluations is very important to the intern's success in this part of the experience. Interns must sign the employer's evaluations and the employer must sign the intern activity reports.
- The visitation will be scheduled at the convenience of all three parties, if possible.
- If you have questions about due dates, see or call your AT faculty supervisor or the AT Internship Coordinator.

AGREEMENT ESSAY

A full, one-page, typed essay describing the **expectations** of both the intern and the employer is required to be submitted with the "Internship Agreement." This essay should be formatted with one inch margins, single spaced, and 12 point Arial font style. It should include a minimum of four paragraphs which detail the following:

- background of business including products or services offered, area served, and history of the business;
- employer and student expectations of the internship experience;
- what the intern hopes to learn or achieve during the internship (refer to internship objectives mentioned earlier); and
- how this internship fits with the student's long-term career goals.

The essay is the responsibility of the intern but the employer will need to take some time with the intern to state clearly what is/will be expected from each to avoid misunderstandings.

MAP TO INTERNSHIP SITE

Students must meet with their advisor and make a copy of a map page that details their internship location. This page must be submitted in addition to written instructions from a location specified by their advisor on how to get to the internship site. These should include distance between each turn and key visual features at each turn.

AGRICULTURAL TECHNOLOGY
Virginia Tech

Internship Agreement

(not a binding contract but a statement of understanding)

Student's Name _____			
Last	First	Middle	
Complete address and phone number where you will be residing during your internship:			
Street or PO Box _____		e-mail address _____	
()			
City _____	State _____	Zip _____	Phone _____

Company Name _____		Co. e-mail _____	
address _____			
Supervisor's Name and Phone Number _____			
Complete address and phone number where you will be working during your internship:			
Street or PO Box _____		_____	
()			
City _____	State _____	Zip _____	Phone _____

DATES OF EMPLOYMENT: Beginning _____ Ending _____

EDUCATIONAL OBJECTIVES (activities in which the student will participate) (use additional pages if needed)

1. _____
2. _____
3. _____
4. _____
5. _____

HOURS TO BE WORKED PER DAY: _____ a.m. to _____ p.m. TOTAL HOURS TO BE WORKED PER WEEK: _____

PAYMENT EMPLOYER IS TO PAY STUDENT: _____/hour/week/month (circle one)

OVERTIME RATE: _____/hour/week/month (circle one)

OTHER INFORMATION: _____

The undersigned agree to conform with this agreement and to submit all reports on time according to the due date sheet. Two weeks notice must be given to all three parties before this agreement is terminated. All copies must be signed and returned to the AT Internship Coordinator for approval.

APPROVED BY:

Employer _____
Printed Name Signature Date

Student Intern _____
Printed Name Signature Date

AT Advisor _____
Printed Name Signature Date

AT Internship Coordinator _____
Printed Name Signature Date

**AGRICULTURAL TECHNOLOGY
AT 0194 INTERNSHIP**

GUIDELINES FOR THE INTERNSHIP EMPLOYER SUPERVISOR

1. Meet with the student on his/her first day of work concerning matters such as:
 - a. background and objectives of the organization,
 - b. job responsibilities,
 - c. standard operating procedures, and
 - d. work schedule and duty hours.
2. Treat the student as a member of the normal workforce.
3. Involve the student in all phases of the operation.
4. Take time to explain and communicate.
5. Involve other members of your organization in teaching.
6. Verify the student's internship logbook on a weekly basis by signing and dating the weekly summary page.
7. Evaluate the student at the assigned time according to the Due Date Sheet throughout the internship and return the evaluation forms to the AT Internship Coordinator at that time. Additional information on each student, in the form of a letter or a memo, is welcomed and appreciated.

Virginia Tech
AGRICULTURAL TECHNOLOGY INTERNSHIP
EMPLOYER'S EVALUATION OF INTERN

Dates of Reporting Period _____ to _____

Intern's Name _____

Employer's Name _____

Employer Phone Number (_____) _____

Please complete the following questions concerning your intern's work performance and technical skills. Circle the letter grade corresponding to your FIRST reaction (A = 5 pts; B = 4 pts; C = 3 pts; D = 2 pt; and F = 1). This section is worth a maximum of 50 points.

- | | | | | | |
|---|---|---|---|---|---|
| 1. Makes efficient use of his/her time | A | B | C | D | F |
| 2. Demonstrates good oral communication skills | A | B | C | D | F |
| 3. Demonstrates good written communication skills | A | B | C | D | F |
| 4. Adequacy of technical skills for the position | A | B | C | D | F |
| 5. Potential for leadership/supervisory responsibilities | A | B | C | D | F |
| 6. Arrives to work on time | A | B | C | D | F |
| 7. Demonstrates ability to solve problems with little guidance | A | B | C | D | F |
| 8. Is open to learning new skills and information | A | B | C | D | F |
| 9. Is considerate and cooperative with employees and/or customers | A | B | C | D | F |
| 10. Is able to meet deadlines | A | B | C | D | F |

Please continue the evaluation form on reverse side

<p>Assignments: List the intern's <u>responsibilities</u> and <u>assignments</u> during the <u>reporting period</u>.</p>	<p>Performance Evaluation: Evaluate the intern's performance on <u>each</u> task. Note the intern's <u>strengths</u> and <u>abilities</u> as well as where <u>improvements</u> are needed.</p>

Based on the above performance evaluation my overall rating of the intern is: **(please circle one)** This section is worth 25 points.

A=25
 B=23
 C=22
 D=21
 F=20

Please use the following lines to provide additional feedback on the intern's performance and progress within your organization.

This report has been discussed with the student: _____YES _____NO

APPROVED BY:

Employer

_____ Signature _____ Date

Student
Intern

_____ Signature _____ Date

At the end of each reporting period, complete one form, obtain both signatures, make a photocopy for both intern and employer and mail original form to:
Agricultural Technology Internship Coordinator, 1060 Litton Reaves Hall (0334), Virginia Tech, Blacksburg, VA 24061

THANK YOU

AGRICULTURAL TECHNOLOGY AT 0194 INTERNSHIP

DIGITAL PHOTO GUIDELINES

Take at least 15 high quality digital photos that show activities completed while on your internship. Action shots are preferred. Please take at least one photo with you and your employer's logo on a sign, building, or vehicle. If you do not have a digital camera, you can have your regular prints processed on CD at most major retail facilities. Try to make sure the sun is at the photographer's back to avoid shadows. You might want to consider removing caps so that we can see your face. All photos must be JPEG format. Photos must be in a protective case when turned in on August 27, 2008.

LOGBOOK GUIDELINES

1. The purpose of the Logbook is to allow the intern to keep an accurate record of all jobs or tasks performed during the internship.
2. The Logbook will be submitted electronically through Blackboard as a Word document using the format recommended. Exceptions to this policy must be requested in writing and approved by the Coordinator prior to the agreement submission date.
3. Entries should include the date, job or task, amount of time spent on each job or task, and the total hours worked for the day.
4. Jobs or tasks performed for the first time should be explained in detail (see example attached). After that a brief description will suffice. Anytime something new is added, that activity must be explained in detail.
5. Entries should be made on a daily basis to maintain accuracy.
6. A summary of each week's activities should follow the more detailed daily record.
7. **All Logbook entries must be verified by your supervisor or employer on a weekly basis. To do this, simply have them look over your entries for the week, sign and date the summary page.**

**EXAMPLES OF
DAILY LOGBOOK ENTRY**

<u>Job Performed</u>	<u>Additional Explanation/Description</u>	<u>Approximate Number of Total Hours</u>
Adjusted corn planter	Specify row setting, cell plates, population/area and seed variety	1-1/2
Planted corn	Specify type of corn, field conditions, planter and methods used (conventional and no-till)	4-1/2
Repaired tractor	Specify type of tractor, reason for replacement, necessary parts and procedures	2
Irrigated crop(s)	Specify type of crop, irrigation system, method of water distribution, pump size and procedure used	2-1/4
TOTAL		10-1/4 hrs. per day

* * * * *

<u>Job Performed</u>	<u>Additional Explanation/Description</u>	<u>Approximate Number of Total Hours</u>
Sodded behind #8 green	Old sod was stripped with a sod cutter and removed, area was smoothed with hand rake, debris raked and hauled away, sod was applied	5-1/2
Tour of golf course with Shawn Emerson	An opportunity for me to get acclimated with course	3
TOTAL		8-1/2 hrs. per day

AGRICULTURAL TECHNOLOGY

INTERNSHIP REPORT

The following is an outline for use in preparing the internship report. This outline provides only the minimal information required for this report. Interns are encouraged to provide more detailed information in their report -- the more the better.

The report must be typed and double spaced with a title page. Reports not typed will not be graded and credit associated with the report will be lost. Photos, maps, diagrams, etc. which will strengthen and more clearly describe the internship experience are **required**. Reports should be five (5) to ten (10) pages in length (exclusive of photos, maps, diagrams, etc.).

Some of the information required to complete this report may best be acquired through a scheduled conference with the internship employer host. If the employer host is uncomfortable with, or feels some information is confidential, omit it. If this is the case, be sure to indicate this in the appropriate areas of your report.

Note that sections 1-5 of the report are due by Blackboard by midnight on June 20, 2008. This allows the instructor to become familiar with the intern host before the required visit. The final report must be submitted by Blackboard on August 8, 2008 by midnight. The final report should include the title page, sections 1-5, and all remaining sections. ***It is advisable to work on the report throughout the summer and not wait until the last minute to get started.***

Sections 1 – 5 of the Internship Report are due June 20, 2008 by Blackboard.

1. Title Page (2 points each)
 - a. Student Name
 - b. Name of enterprise/business for whom you worked
 - c. Address of business
 - d. Name of supervisor and/or manager to whom you reported
 - e. Telephone number of supervisor/manager
 - f. Dates of the internship
2. Introduction (10 points each)
 - a. Internship responsibilities on the job
 - b. Describe a typical day
3. Background Information on the Operation/Internship (4 points each)
 - a. Type of ownership
 - b. History of the business
 - c. Major function of the business
 - d. Goals of the business
 - e. Sources of income % from each enterprise
4. Business Organization (4 points each)
 - a. Job titles of each employee and their responsibilities
 - b. Organization of the business--departments, functions, commodities, etc.

5. Labor Management (4 points each)
 - a. Source of employees
 - b. Training program for new employees/new job assignment
 - c. Performance evaluations
 - d. Promotion policies
 - e. Non-Wage benefits
6. Marketing (If Applicable)
 - a. Describe marketing channels
 - b. Grading system for marketing products
 - c. Source of marketing information used by business
 - d. Contracts used in marketing
 - e. Role of cooperative in marketing
 - f. Advertising used
7. Machinery (If Applicable)
 - a. Inventory of machinery/equipment used
8. Crop Land (If Applicable)
 - a. Crops raised, acreages, yields, tillage practices, etc.
9. Pasture Management (If Applicable)
 - a. Type of pastures and management practices used
 - b. Stocking rate of pastures
10. Insect, Disease and Weed Control Practices (If Applicable)
 - a. Chemicals and practices utilized
 - b. Cultural and practices utilized
11. Animal Management (If Applicable)
 - a. Species/Breed(s)
 - b. Purpose
 - c. Number of head and levels of production
 - d. Type of records kept
 - e. Rations and feeding practices
 - f. Health program
 - g. Breeding program
12. Greenhouse Management (If Applicable)
 - a. Description of greenhouse structure
 - b. Operational practices
13. Soil and Fertilizer Management (If Applicable)
 - a. Soil testing
 - b. Tissue analysis

- c. Fertilization program
14. Turf Production and Lawn Maintenance (If Applicable)
- a. Cutting and laying turf
 - b. Lawn maintenance practices
 - c. Lawn seeding procedures/practices
15. Layout of the Operation -- Map or Diagram (If Applicable)
- a. Golf Course layout – include play card if appropriate
 - b. Location of products/storage areas/barns/pastures
 - c. Rationale for layout of operation
 - d. Descriptions of warehouse space and any specifications for the areas
16. Internship Synthesis/Conclusion
- a. How will the internship experience help you in the future?
 - b. Would you recommend this enterprise/business for a future internship? Why or why not?
 - c. What would you do differently if this was your business/operation organization?
 - d. Other comments you feel necessary to fulfill your internship experience.

NOTE: Refer to the Due Date Sheet for the date that the Internship Report is due.