



THE RURAL LANDSCAPE INSTITUTE
A CATALYST FOR FOOD AND AGRICULTURAL INTEGRITY
IN THE AMERICAN WEST

RANCH MANAGER TRAINING PROJECT

Internship Program

Recommendations from:

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Special thanks to the Internship Committee in the College of Agriculture at Arkansas State University

TABLE OF CONTENTS

What is the Internship Program?	3
How does the Internship Program complement the Degree Program?	3
Internship Requirements	4
Internship Timeline	4
Intern Eligibility	5
Intern Responsibilities	5
Employer Eligibility	6
Employer Responsibilities	6
Academic Supervisor Responsibilities	7
Internship Flowchart	8
Appendix A: Intern Information Sheet	9
Appendix B: Intern Application Form	13
Appendix C: Employer Information Sheet	15
Appendix D: Employer Application Form	18
Appendix E: Academic Supervisor Information Sheet	20
Appendix F: Academic Supervisor Checklist	23
Appendix G: Code of Conduct	24
Appendix H: Internship Agreement	26
Appendix I: Intern Bi-Weekly Activity Report	28
Appendix J: Academic Supervisor Mid-Term Site Visit Report	30
Appendix K: Intern Final Report	31
Appendix L: Intern Evaluation of the Internship	32
Appendix M: Employer Evaluation of Internship	34
Appendix N: Academic Supervisor Evaluation of Internship	36
Appendix O: <i>Notes from The Rural Landscape Institute</i>	37

What is the Internship Program?

The two-fold purpose of the Internship Program is to: 1) help University students who are pursuing a degree in Ranch Management combine classroom education with practical, paid work in agriculture, and 2) provide useful, committed service to the agricultural industry. It is a requirement of the proposed Bachelor of Science in Ranch Management degree program.

In order to be successful in launching their careers, students need and want the advantage of having work experience upon graduation. In many fields of study – perhaps agriculture more so than many others – hands-on experience is essential to the success of a student’s career, particularly during those critical years immediately after graduation. The Internship Program gives students an opportunity to implement the knowledge they learned in the classroom, thereby reinforcing those lessons through practical application.

Also, the successful management of agricultural lands has become increasingly complex, requiring a wide variety of skills, some of which cannot be learned from a book or a classroom instructor. Being out in the field working side-by-side with an experienced rancher or farmer exposes the student to lessons that are more subtle or intricate than those provided in the classroom.

In addition, the experience gained through the Internship Program can be credited toward the certification requirements of the National Association of Certified Ranch Managers.

How does the Internship Program complement the Degree Program?

Through participation in the Internship Program, students get a unique opportunity to take the information they learned through their coursework and put it into practice on a working farm or ranch. In addition, the seasoned rancher or farmer who is mentoring the internship can give the student feedback on how the lessons learned in the classroom apply to their particular operation.

Topics likely to be explored through the Internship Program include:

- Availability of multiple revenue sources
- Personnel management issues
- Best uses of professional networks, consultants, and industry resources
- Ownership issues and/or family politics
- Appropriate marketing strategies for ranch/farm products, including websites
- Planning, forecasting, and futures
- Resource mapping
- Practical use, maintenance and repair of machinery
- Stockmanship
- Grazing management and range monitoring

- Wildlife and fisheries management
- Forestry – harvesting and best management practices
- Herd health care
- Farming and crop management

Internship Requirements

All internships must:

1. Reflect experiences related to the individual's program of study and career goals.
2. State the competencies and goals to be gained in the Internship Agreement and the experiences which will achieve those goals.
3. Be supervised by a University College of Agriculture faculty member (Academic Supervisor) and by an employer representative on-site (On-Site Supervisor).
4. Consist of experiences that have not, nor cannot be directly gained in courses at the University, but would support the knowledge gained through courses.
5. Have a reasonable rate of pay, since the Intern is providing services.
6. Set the expectation that this is a professional experience and the Intern is to fulfill his/her work obligation as a professional. This would include appropriate dress, a good work ethic, mutual respect between Employer and Intern, and a realization by the Intern and Employer that this is a learning experience.
7. Be based on an Internship Agreement, which will be established with input from the Student, Employer, and Academic Supervisor. The Academic Supervisor should be knowledgeable in the area of the internship.

Internship Timeline

In most cases, Internships occur on the following schedule:

1. 10 weeks between Sophomore and Junior years
2. 10 weeks between Junior and Senior years
3. 20 weeks after Senior year

The purpose of this schedule is to most effectively translate the lessons learned in the classroom each year to the hands-on lessons learned in the field. However, prospective Interns and interested Employers may request a variance to this schedule when there are benefits to doing so. Examples could include: to follow a longer cycle of cattle management; to design, implement, and monitor a grazing system; to plant and harvest a particular crop; to fit the ranch's scheduled work plan in a more effective or productive manner.

Intern Eligibility

A student is eligible to participate in the Internship Program if he/she meets all of the following criteria:

- Has completed the freshman year (30 hours).
- Possesses and maintains a 2.5 minimum cumulative GPA. (Students with a GPA less than 2.5 may apply to waive the GPA deficiency, depending on the circumstances.)
- Obtains approval from his/her Faculty Advisor, the Internship Committee and the Dean of the College of Agriculture.
- Is employable (i.e. demonstrates good work ethic, holds a valid work permit if not a U.S. citizen, etc.).
- If a transfer student, has completed one full-time semester (12 credit hours) at the University and meets other eligibility requirements of transfer students.
- Develops an Internship Agreement to which all parties can agree, using the template provided.

All internship experiences must be approved by the Internship Committee, Faculty Advisor, and the Dean or his/her designate. The Internship Committee will use the content of the Application Form and the Internship Agreement to make their determination. If the Internship is not approved, recommendations will be provided to make the Internship approvable.

Students are not permitted to engage in any other employment or coursework during the time of the Internship, as this would detract from the Internship experience.

Intern Responsibilities

- Be at least 18 years of age with the ability to work outside performing manual labor, including heavy lifting, exposure to extreme weather conditions, etc.
- Possess a valid driver's license
- Demonstrate loyalty and commitment to their responsibilities for the Employer for the full duration of the Internship
- Sign and adhere to the Internship Agreement.
- Sign and adhere to the Code of Conduct.
- Provide transportation to/from the Employer at the beginning/end of the internship, as well as for personal transportation needs during the internship.
- Complete and submit an Activity Report to their Academic Supervisor on a bi-weekly basis using the template provided.

- Complete and submit a Final Report to their Academic Supervisor and Employer within one week of completing the Internship, based on the guidelines provided.
- Complete and submit an Evaluation of the Internship to their Academic Supervisor within one week of completing the Internship.

Employer Eligibility

An Employer is eligible to participate in the Internship Program if the Employer meets all of the following criteria:

- Be a bona fide, working agricultural operation.
- Demonstrate responsible stewardship of natural resources in the course of running the agricultural operation.
- Understand, accept and wholly support the responsibilities and goals of the Internship Program.
- Be located in the same geographical region as the University in order to make the applicability of the region-specific coursework more relevant (preferred, but not required).
- Have a website to market the agricultural operation (preferred, but not required).

Employer Responsibilities

- Provide the Intern with the opportunity to live on, work on, and learn about an active agricultural operation.
- Provide regular and direct supervision through an On-Site Supervisor to the Intern on a daily basis for the duration of the Internship. This person should be a primary decision maker in the operation, familiar with all aspects of the business.
- Provide at least 40% of the Intern's financial compensation (to be determined) for the duration of the internship. The Internship Program will provide up to 60% of the Intern's compensation.
- Provide room and board for the Intern for the duration of the Internship.
- Sign and adhere to the Internship Agreement.
- Sign and adhere to the Code of Conduct.
- Allow on-site visits from the Academic Supervisor to evaluate the Internship.
- Complete and submit an Evaluation of the Internship to the Academic Supervisor within one week of the completion of the Internship.

Academic Supervisor Responsibilities

- Represent the University and act as mediator between the Employer and the Intern.
- Help establish the Internship Agreement with special emphasis placed on the educational Objectives.
- Make sure that all appropriate University and internship procedures are followed and that all forms and reports are completed on time and kept on file.
- Supervise the Intern, including:
 - a. Weekly phone and/or email visits with the Intern during the Internship
 - b. One on-site visit with the Intern and the Employer during the Internship. (The visit would be expected of all internships except in rare occasions when the distance is too great to travel)
- Submit a Final Evaluation of the Internship.
- Assign a pass/fail grade to the Intern for the Internship. The Academic Supervisor has responsibility to evaluate all work and the final say in assigning grades.
- Sign and adhere to the Internship Agreement.

Internship Flowchart

	INTERN	EMPLOYER	ACADEMIC SUPERVISOR	INTERNSHIP COMMITTEE
BEFORE	Meet Internship Prerequisites	Meet Employer Prerequisites		
	Contact Faculty Advisor about Internships	Submit Employer Application Form		Review and Accept Employers
	Review Internship Opportunities			
	Submit Internship Application Form			Review Internship Application Forms
	Interview with Employer(s)	Interview Intern(s)		Set up Interviews
	Accept Internship	Accept Intern	Accept Supervisory role with Intern(s)	Assign Internships
	Draft and sign Internship Agreement	Draft and sign Internship Agreement	Draft and sign Internship Agreement	Draft and sign Internship Agreement
DURING	Begin Internship	Begin Internship	Begin Internship	
	Meet weekly with Employer; Visit virtually with Academic Supervisor weekly	Meet weekly with Intern	Visit virtually with Intern weekly	
	Submit bi-weekly reports to Academic Supervisor			
	Mid-Term Site Visit	Mid-Term Site Visit	Mid-Term Site Visit; Submit Mid-Term Site Visit Report	
	End Internship	End Internship	End Internship	
AFTER	Submit Final Report		Review Final Report	
	Submit Final Evaluation	Submit Final Evaluation	Submit Final Evaluation and other Paperwork	Review Final Evaluations and other Paperwork

21ST CENTURY RANCH MANAGER TRAINING

Internship Program

Intern Information Sheet

WHAT IS THE INTERNSHIP PROGRAM?

The two-fold purpose of the Internship Program is to: 1) help University students who are pursuing a degree in Ranch Management combine classroom education with practical, paid work in agriculture, and 2) provide useful, committed service to the agricultural industry.

In order to be successful in launching their careers, students need and want the advantage of having work experience upon graduation. In many fields of study – perhaps agriculture more so than many others – hands-on experience is essential to the success of a student’s career, particularly during those critical years immediately after graduation. The Internship Program gives students an opportunity to implement the knowledge they learned in the classroom, thereby reinforcing those lessons through practical application.

Also, the successful management of agricultural lands has become increasingly complex, requiring a wide variety of skills, some of which cannot be learned from a book or a classroom instructor. Being out in the field working side-by-side with an experienced rancher or farmer exposes the student to lessons that are more subtle or intricate than those provided in the classroom.

In addition, the experience gained through the Internship Program can be credited toward the certification requirements of the National Association of Certified Ranch Managers.

BENEFITS TO YOU, THE INTERN

An internship is a supervised, on-the-job, learning experience. It is an opportunity for YOU to learn more about career opportunities in the agricultural sciences or agribusiness and gain real-life experiences which are of benefit to you.

During your Internship, you will:

- Integrate classroom theory with practical experience
- Examine the structure and functions the operation
- Partially meet education expenses through the Internship stipend
- Enhance permanent placement, starting salary, and positions through career-related experiences.
- Gain experience in working with and understanding other people, thereby improving human relations skills.
- Develop a personal independence and a sense of responsibility

The integration of work and study increases motivation. As you relate the material you are learning on campus with the jobs you are performing, your interest in academic achievement becomes greater.

INTERNSHIP REQUIREMENTS

All internships must:

1. Reflect experiences related to the individual's program of study and career goals.
2. State the competencies and goals to be gained in the Internship Agreement and the experiences which will achieve those goals.
3. Be supervised by a University College of Agriculture faculty member (Academic Supervisor) and by an employer representative on-site (On-Site Supervisor).
4. Consist of experiences that have not, nor cannot be directly gained in courses at the University, but would support the knowledge gained through courses.
5. Have a reasonable rate of pay, since the Intern is providing services.
6. Set the expectation that this is a professional experience and the Intern is to fulfill his/her work obligation as a professional. This would include appropriate dress, a good work ethic, mutual respect between Employer and Intern, and a realization by the Intern and Employer that this is a learning experience.
7. Be based on an Internship Agreement, which will be established with input from the Student, Employer, and Academic Supervisor. The Academic Supervisor should be knowledgeable in the area of the internship.

Note: Internships should not include activities which would be considered non-professional, entry level, busy work, or grunt work.

INTERN ELIGIBILITY

A student is eligible to participate in the Internship Program if he/she meets all of the following criteria:

- Has completed the freshman year (30 hours).
- Possesses and maintains a 2.5 minimum cumulative GPA. (Students with a GPA less than 2.5 may submit a request making a case for waiving the GPA deficiency.)
- Obtains approval from his/her Faculty Advisor, the Internship Committee and the Dean of the College of Agriculture.
- Is employable (i.e. demonstrates good work ethic, holds a valid work permit if not a U.S. citizen, etc.).
- If a transfer student, has completed one full-time semester (12 credit hours) at the University and meets other eligibility requirements of transfer students.
- Develops an Internship Agreement to which all parties can agree, using the template provided.

All internship experiences must be approved by the Internship Committee, Faculty Advisor, and the Dean or his/her designate. The Internship Committee will use the content of the Application Form and the Internship Agreement to make their determination. If the Internship is not approved, recommendations will be provided to make the Internship approvable.

Students are not permitted to engage in any other employment or coursework during the time of the Internship, as this would detract from the Internship experience.

INTERN RESPONSIBILITIES

- Be at least 18 years of age with the ability to work outside performing manual labor, including heavy lifting, exposure to extreme weather conditions, etc.
- Possess a valid driver's license
- Demonstrate loyalty and commitment to their responsibilities for the Employer for the full duration of the Internship
- Sign and adhere to the Internship Agreement.
- Sign and adhere to the Code of Conduct.
- Provide transportation to/from the Employer at the beginning/end of the internship, as well as for personal transportation needs during the internship.
- Complete and submit an Activity Report to their Academic Supervisor on a bi-weekly basis using the template provided.
- Complete and submit a Final Report to their Academic Supervisor and Employer within one week of completing the Internship, based on the guidelines provided.
- Complete and submit an Evaluation of the Internship to their Academic Supervisor within one week of completing the Internship.

HOW TO APPLY

1. Meet the eligibility requirements
2. Contact your Faculty Advisor to discuss the Internship
3. Contact a faculty member to serve as your Academic Supervisor for the Internship.
4. Prepare your Application Package, including:
 - Completed Application Form
 - Current résumé
 - Two letters of recommendation
 - Signed Code of Conduct
5. Submit your completed Application Package by (*deadline*) to:
Internship Coordinator

College of Agriculture
mailing address
tel: , fax: , e-mail:

APPLICATION PROCESS

After receiving your application, the Internship Committee will review your qualifications and interests and match you with a prospective Employer(s) for an interview(s).

After the interview(s), the prospective Employer(s) will submit their feedback to the Internship Committee, who will make the final decision on the Internship assignments.

Upon receiving confirmation of an Internship assignment, you, your Faculty Advisor, your Academic Supervisor, and your Employer will draft and sign an Internship Agreement.

21ST CENTURY RANCH MANAGER TRAINING

Internship Program

Intern Application Form

PERSONAL PROFILE

Full Name: _____

Email Address: _____

Current Mailing Address: _____

Current Phone: _____

Permanent Mailing Address (if different): _____

Permanent Phone (if different): _____

Date of Birth: _____

Social Security #: _____

Emergency Contact Info: _____

Cumulative GPA: _____

Total Credits Completed for Degree: _____

Faculty Advisor: _____

Previous Internship Experience: _____

1st Choice Employer: _____

2nd Choice Employer: _____

3rd Choice Employer: _____

continued...

Please answer the questions below, adding additional pages as necessary. Some of your answers may be quite brief. However, the more information we have the better we will be able to make a successful Internship assignment.

1. Have you discussed this Internship with your Faculty Advisor?
2. Do you meet all of the eligibility requirements for this Internship?
3. Are you legally eligible to work in the U.S.?
4. Why do you want to participate in this Internship?
5. How will your education, experience, skills and interests benefit your Employer?
6. Please describe your ideal internship experience, including goals and expectations.
7. Please describe your personal philosophy on ranching/farming.
8. What are your career goals, and how does this Internship relate to them?

Signed: _____

Date: _____

21ST CENTURY RANCH MANAGER TRAINING

Internship Program

Employer Information Sheet

WHAT IS THE INTERNSHIP PROGRAM?

The two-fold purpose of the Internship Program is to: 1) help University students who are pursuing a degree in Ranch Management combine classroom education with practical, paid work in agriculture, and 2) provide useful, committed service to the agricultural industry.

In order to be successful in launching their careers, students need and want the advantage of having work experience upon graduation. In many fields of study – perhaps agriculture more so than many others – hands-on experience is essential to the success of a student’s career, particularly during those critical years immediately after graduation. The Internship Program gives students an opportunity to implement the knowledge they learned in the classroom, thereby reinforcing those lessons through practical application.

Also, the successful management of agricultural lands has become increasingly complex, requiring a wide variety of skills, some of which cannot be learned from a book or a classroom instructor. Being out in the field working side-by-side with an experienced rancher or farmer exposes the student to lessons that are more subtle or intricate than those provided in the classroom.

In addition, the experience gained through the Internship Program can be credited toward the certification requirements of the National Association of Certified Ranch Managers.

BENEFITS TO YOU, THE EMPLOYER

As an employer, you make a big investment every time you hire an employee. Recruiting and training costs you time and money. What’s more, it probably takes a year or two to determine if that person is an asset to your operation.

We offer an alternative --- you get to pre-screen potential employees by providing students who have specific career interests with an opportunity to work for you. While they work for you and gain valuable experiences, you can observe them and determine how their skill might fit into your company.

- ✓ Interns generally are well-motivated and productive employees.
- ✓ Interns can be utilized as temporary para-professionals – freeing others for more challenging work.
- ✓ You can identify, train and evaluate Interns as potential future career employees.

- ✓ You have the ability to influence University curriculum by working closely with the school.

INTERNSHIP REQUIREMENTS

All internships must:

1. Reflect experiences related to the individual's program of study and career goals.
2. State the competencies and goals to be gained in the Internship Agreement and the experiences which will achieve those goals.
3. Be supervised by a University College of Agriculture faculty member (Academic Supervisor) and by an employer representative on-site (On-Site Supervisor).
4. Consist of experiences that have not, nor cannot be directly gained in courses at the University, but would support the knowledge gained through courses.
5. Have a reasonable rate of pay, since the Intern is providing services.
6. Set the expectation that this is a professional experience and the Intern is to fulfill his/her work obligation as a professional. This would include appropriate dress, a good work ethic, mutual respect between Employer and Intern, and a realization by the Intern and Employer that this is a learning experience.
7. Be based on an Internship Agreement, which will be established with input from the Student, Employer, and Academic Supervisor. The Academic Supervisor should be knowledgeable in the area of the internship.

EMPLOYER ELIGIBILITY

An Employer is eligible to participate in the Internship Program if the Employer meets all of the following criteria:

- Be a bona fide, working agricultural operation.
- Demonstrate responsible stewardship of natural resources in the course of running the agricultural operation.
- Understand, accept and wholly support the responsibilities and goals of the Internship Program.
- Be located in the same geographical region as the University in order to make the applicability of the region-specific coursework more relevant (preferred, but not required).
- Have a website to market the agricultural operation (preferred, but not required).

EMPLOYER RESPONSIBILITIES

- Provide the Intern with the opportunity to live on, work on, and learn about an active agricultural operation.
- Provide regular and direct supervision through an On-Site Supervisor to the Intern on a daily basis for the duration of the Internship. This person should be a primary decision maker in the operation, familiar with all aspects of the business.
- Provide at least 40% of the Intern's financial compensation (to be determined) for the duration of the internship. The Internship Program will provide up to 60% of the Intern's compensation.
- Provide room and board for the Intern for the duration of the Internship.
- Sign and adhere to the Internship Agreement.
- Sign and adhere to the Code of Conduct.
- Allow on-site visits from the Academic Supervisor for the purposes of evaluating the Internship.
- Complete and submit an Evaluation of the Internship to the Academic Supervisor within one week of the completion of the Internship.

HOW TO APPLY

Please mail, email, or fax your completed Application Form by (*deadline*) to:

Internship Coordinator
College of Agriculture
mailing address
tel: , fax: , e-mail:

APPLICATION PROCESS

After receiving your application, the Internship Committee will review your qualifications and interests to determine whether to accept your participation in the Internship Program.

If so determined, the Internship Committee will match you with a prospective Intern(s) for an interview(s). After the interview(s), you will submit your feedback to the Internship Committee, who will make the final decision on the Internship assignments.

Upon receiving confirmation of an Internship assignment, the Intern, their Faculty Advisor, their Academic Supervisor, and you will draft and sign an Internship Agreement.

21st CENTURY RANCH MANAGER TRAINING

Internship Program

Employer Application Form

Name of Operation: _____

Physical Address: _____

**Mailing Address
(if different):** _____

Website: _____

Owner: _____

**Contact Person
(if different):** _____

Email: _____

Telephone: _____

Fax: _____

Please answer the questions below, adding additional pages as necessary.

OPERATION PROFILE

**Description of the
operation:** _____

**Number of years in
operation:** _____

Number of staff: _____

**History with this
Internship Program:** _____
**Other relevant
information:** _____

INTERNSHIP PROFILE

On-Site Internship

Supervisor: _____

Interns desired: _____

Housing: _____

Meals: _____

Other resources available for the Intern(s): _____

Minimum Intern qualifications: _____

Specific Intern(s) Requested: _____

Other relevant information: _____

1. What are your goals for your operation during the coming year?
2. What are the most critical challenges your operation is facing?
3. Describe your commitment to the responsible stewardship of the natural resources on your agricultural operation, including any relevant certifications, memberships, and programs (e.g. CSP, EQIP, Undaunted Stewardship, etc.).
4. Describe what the operation can offer to the Intern in terms of experience, education, etc., keeping in mind the goals of the Internship Program.
5. What are your expectations for the Intern? What specific tasks might he/she be participating in? How might your operation benefit from having an Intern?
6. Describe, in detail, how the On-Site Supervisor will manage the Intern, including how much direct contact the On-Site Supervisor will have with the Intern.
7. Who else will the Intern be working with? How much of the time?
8. Describe how you will orient your Intern to the operation and to the local community.

Signed: _____

Date: _____

21ST CENTURY RANCH MANAGER TRAINING

Internship Program

Academic Supervisor Information Sheet

WHAT IS THE INTERNSHIP PROGRAM?

The two-fold purpose of the Internship Program is to: 1) help University students who are pursuing a degree in Ranch Management combine classroom education with practical, paid work in agriculture, and 2) provide useful, committed service to the agricultural industry.

In order to be successful in launching their careers, students need and want the advantage of having work experience upon graduation. In many fields of study – perhaps agriculture more so than many others – hands-on experience is essential to the success of a student’s career, particularly during those critical years immediately after graduation. The Internship Program gives students an opportunity to implement the knowledge they learned in the classroom, thereby reinforcing those lessons through practical application.

Also, the successful management of agricultural lands has become increasingly complex, requiring a wide variety of skills, some of which cannot be learned from a book or a classroom instructor. Being out in the field working side-by-side with an experienced rancher or farmer exposes the student to lessons that are more subtle or intricate than those provided in the classroom.

In addition, the experience gained through the Internship Program can be credited toward the certification requirements of the National Association of Certified Ranch Managers.

RESPONSIBILITIES OF THE ACADEMIC SUPERVISOR

- Represent the University and act as mediator between the Employer and the Intern.
- Help establish the Internship Agreement with special emphasis placed on the educational Objectives.
- Make sure that all appropriate University and internship procedures are followed and that all forms and reports are completed on time and kept on file.
- Supervise the Intern, including:
 - a. Weekly phone and/or email visits with the Intern during the Internship

- b. One on-site visit with the Intern and the Employer during the Internship. (The visit would be expected of all internships except in rare occasions when the distance is too great to travel)
- Submit a Final Evaluation of the Internship.
- Assign a pass/fail grade to the Intern for the Internship. The Academic Supervisor has responsibility to evaluate all work and the final say in assigning grades.
- Sign and adhere to the Internship Agreement.

SPECIFIC GUIDELINES FOR SUPERVISING AN INTERNSHIP

Before the Internship begins:

1. Meet with prospective Intern(s) to discuss the Internship, including:
 1. Discuss the student's expectations for the Internship
 2. Discuss your role in supervising the Internship
 3. Discuss the Objectives that might be included in the Internship Agreement
2. Commit to supervising the Internship
3. Along with the Intern and Employer, help draft the Internship Agreement.

During the Internship:

1. Contact the Intern weekly via phone or email to:
 1. Check in
 2. Review the progress made on the Objectives
 3. Discuss any challenges or obstacles to meeting the Objectives or completing the Internship Program
 4. Review progress made on the Final Report (as the Internship progresses)
2. Contact the Employer within the first two weeks to:
 1. Check in
 2. Confirm a date for a mid-term Site Visit.
3. Review and file the Intern's bi-weekly Activity Reports as they are received.
4. Conduct a Site Visit with the Intern and the Employer:
 1. Check in separately with the Intern and the Employer
 2. Review the progress made on the Objectives
 3. Discuss any challenges or obstacles to meeting the Objectives or completing the Internship Program
5. Complete a Mid-Term Site Visit Report

After the Internship Ends:

1. Review the Intern Final Report, Intern Evaluation, and the Employer Evaluation.
2. Assign a pass/fail grade to the Intern for the Internship.
3. Submit the following items to the Internship Committee
 1. Internship Agreement
 2. Intern Activity Reports
 3. Academic Supervisor Mid-Term Site Visit Report
 4. Intern Final Report
 5. Intern Evaluation
 6. Employer Evaluation
 7. Academic Supervisor Evaluation
 8. Final Pass/Fail Grade

21st CENTURY RANCH MANAGER TRAINING

Internship Program

Academic Supervisor Checklist (10-Week Program)

Intern: _____ Academic Supervisor: _____

Employer: _____ On-Site Supervisor: _____

Internship Dates: From _____ To _____

- Intern Application
- Employer Application
- Internship Agreement*
- Weekly Virtual Visits
 - Week One
 - Week Two
 - Week Three
 - Week Four
 - Week Five
 - Week Six
 - Week Seven
 - Week Eight
 - Week Nine
 - Week Ten
- Bi-Weekly Intern Reports*
 - Two-Week Period Ending _____
 - Two-Week Period Ending _____
 - Two-Week Period Ending _____
 - Two-Week Period Ending _____
 - Two-Week Period Ending _____
- Mid-Term Site Visit Report*
- Intern Final Report*
- Intern Evaluation of Internship*
- Employer Evaluation of Internship*
- Academic Supervisor Evaluation of Internship*
- Final Grade (circle one):* Pass Fail

Signed: _____ Date: _____

**To be submitted, with this check list, to the Internship Committee at the completion of the Internship.*

21st CENTURY RANCH MANAGER TRAINING

Internship Program

Code of Conduct

Intern: _____ Academic Supervisor: _____

Employer: _____ On-Site Supervisor: _____

Internship Dates: From _____ To _____

While participating in the Internship and any pre- or post-Internship responsibilities related to the Internship:

- The Intern and the Employer will comply with all applicable laws and regulations.
- The Intern and the Employer will conduct themselves in a professional manner.
- The Intern and the Employer will not engage in illegal discrimination or harassment based on race, color, religion, gender, national origin or any other protected class.
- The Intern and the Employer will perform their duties conscientiously, honestly, and in accordance with the best interests of the Internship Program.
- The Intern and the Employer will share the responsibility, within the limits of their roles, of maintaining a safe and healthy workplace by following environmental, safety, and health rules and practices.
- The Intern and the Employer will work in a safe manner, free of the influences of alcohol, illegal drugs, and controlled substances.
- The Intern will maintain confidentiality regarding the proprietary information entrusted to them by the Employer. Interns must not use their positions or the knowledge gained as a result of their positions for private or personal advantage to the detriment, or possible detriment, of the Employer.
- The Intern and Employer will demonstrate good public relations about each other and the Internship Program (e.g. not bad mouthing each other to friends, family, community, media, etc.).

Continued...

Any suspected violations of this Code of Conduct should be immediately reported to the Academic Supervisor, who will report to the Internship Committee. Violation of this Code of Conduct is grounds for immediate termination of this Internship, as determined by the Internship Committee.

I have read this Code of Conduct. I understand it and will comply with it. I will promptly report any suspected violations to the Academic Supervisor.

Signed:_____ Name:_____ Date:_____

To the Intern and the Employer: Submit a signed copy of this document to the Academic Supervisor prior to the start of the Internship.

21st CENTURY RANCH MANAGER TRAINING

Internship Program

Internship Agreement

Intern: _____ Academic Supervisor: _____

Employer: _____ On-Site Supervisor: _____

Internship Dates: From _____ To _____

Explain the nature of the Internship, including the Intern's specific responsibilities:

OBJECTIVES

Interns are required to identify at least five (5) learning Objectives. These Objectives must be specific, measurable, personal, within one's ability to accomplish, in accord with one's curriculum, and judged worthy and appropriate by the Faculty Advisor, Academic Supervisor, Employer, and Internship Committee. Objectives may not be included if the Intern has already gained those competencies from other life or work experiences. All Internship Agreements are subject to the final approval by the Internship Committee and the Dean of the College of Agriculture.

Example Objectives:

- Recognize pest damage in alfalfa and small grains and identify probable cause.
- Estimate value of farm inventory.
- Calibrate, operate, and clean pesticide application equipment according to safety guidelines.
- Record and analyze enterprise records.
- Recognize and monitor wildlife migration patterns and properly record data.
- Update the usability and search engine optimization of the operation's website.

What are the Intern’s specific learning Objectives?

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

The Internship Committee understands that the Intern’s responsibilities may change during the Internship. Accomplishing some of these Objectives may not be possible, other Objectives may need to be added. If this is the case, Interns should explain any changes in their bi-weekly Activity Reports. Otherwise the Intern will be expected to accomplish the stated Objectives.

Student Signature: _____	Date: _____
Faculty Advisor: _____	Date: _____
Academic Supervisor: _____	Date: _____
On-Site Supervisor: _____	Date: _____
Internship Committee Chair: _____	Date: _____
Dean, College of Agriculture: _____	Date: _____

Appendix I: Intern Bi-Weekly Activity Report

21st CENTURY RANCH MANAGER TRAINING

Internship Program

Intern Bi-Weekly Activity Report

Intern: _____ Academic Supervisor: _____

Employer: _____ On-Site Supervisor: _____

Internship Dates: From _____ To _____

For the Two-Week Period Ending : _____

If your address, phone number, On-Site Supervisor, or work location has changed since your last Activity Report, please note here or on a separate page: _____

1. List your job duties for the past two week. Put a * by the ones which you have not done before. Put an X by those not in your internship agreement.

2. Are you experiencing a relevant and challenging use of your abilities? Explain in terms of training received, responsibilities given, and your professional growth.

3. Briefly describe any incident(s) which left you with a favorable or unfavorable impression of your job:

4. What have you learned in the last two weeks about the operation that you did not know at the time of the last report?

5. What additional perceptions have you gained regarding your job (i.e., its importance to the employer, its scope, its relationship to other operations, the results of your work, etc.)?

6. How do you feel your experience to date has helped you gain a better understanding of your area of interest?

7. Are you satisfied with the communication and contact which you have with your On-Site Supervisor?

8. Describe the progress to date on your Final Report.

9. Is there any way in which your Academic Supervisor can be of additional help to you?

10. Any other comments?

Signed: _____ Date: _____

Submit this completed report to your Academic Supervisor every two weeks.

21st CENTURY RANCH MANAGER TRAINING

Internship Program

Academic Supervisor Mid-term Site Visit Report

Intern: _____ Academic Supervisor: _____

Employer: _____ On-Site Supervisor: _____

Internship Dates: From _____ To _____

Date of Site Visit: _____

1. Comments from discussion with the Intern:

2. Comments from discussion with the On-Site Supervisor:

3. Is the Intern satisfied with the Employer and the Internship? Yes No
Comments:

4. Is the On-Site Supervisor satisfied with the Intern? Yes No
Comments:

5. Is the Intern making satisfactory progress toward the Objectives? Yes No
Comments:

Signed _____ Date _____

21st CENTURY RANCH MANAGER TRAINING

Internship Program

Intern Final Report

OBJECTIVE

To summarize the learning experience resulting from the Internship.

DUE DATE

The final report is due one week after the completion of the Internship. It is recommended that you begin drafting it by the middle of your Internship and continue to work on it until your Internship is complete. You should consult with your On-Site Supervisor and Academic Supervisor throughout the drafting process to ensure that the Final Report will meet expectations.

GUIDELINES

1. The paper may be a detailed report about one activity in which you participated, a summary of all of the activities in which you participated, or a recap of one or more of your Objectives and how you achieved them.
2. The paper should reflect your highest quality work. You might want to use this as an example of a technical report in a future job interview.
3. The paper should be a least six pages but not more than twelve, double-spaced and typed.
4. You may attach an appendix to the paper that is not part of the twelve pages that contains information which supports the content of paper.
5. The paper must be completed before a grade can be given.

EVALUATION

The Final Report will be evaluated based on appropriate length, grammar, spelling, organization, content, and timeliness. The quality of your Final Report will contribute to the pass/fail grade your Supervisor will give to you for your Internship.

21st CENTURY RANCH MANAGER TRAINING

Internship Program

Intern Evaluation of Internship

Intern: _____ Academic Supervisor: _____

Employer: _____ On-Site Supervisor: _____

Internship Dates: From _____ To _____

1. Was assistance from your On-Site Supervisor available?
Always Frequently Sometimes Seldom Never
2. Was adequate explanation given to you concerning what was expected of you and the nature of the tasks assigned?
Always Frequently Sometimes Seldom Never
3. How often did your On-Site Supervisor discuss your job performance with you?
Weekly Bi-Weekly Monthly Once or twice Never
4. Was the work load adequate?
Always Frequently Sometimes Seldom Never
5. How was the communication and cooperation among co-workers?
Excellent Good Average Fair Poor
6. Did you associate with your co-workers after work?
Often Sometimes Seldom Never
7. How was your academic preparation for this job?
Excellent Good Average Fair Poor
8. Did assignments meet, exceed, or fall below your expectations?
Met Exceeded Fell Below
9. Would you consider this Employer for permanent employment? Yes No ___
10. Indicate what you feel are the strong points or highlights of your work experience.
 - a.
 - b.
 - c.

11. Indicate changes that should be made to make your work experience more meaningful.

- a.
- b.
- c.

12. Fringe benefits provided by your Employer:

____ Housing (comments): _____

____ Meals (comments): _____

____ Ranch/Farm Products (comments): _____

____ Use of Vehicle (comments): _____

____ Other (comments): _____

13. Would you recommend this Employer be used again in the future?

Yes No Comments:

14. How valuable was this work experience to you in:
(rate on a 1-5 scale; 1=very valuable, 5=no value)

____ helping you decide on a future career (in this area or a different area)?

____ providing insight into your employer's business or operation?

____ learning new skills or techniques?

____ applying, integrating, or making relevant the knowledge gained from your courses?

____ clarifying your future educational goals?

15. List subjects/courses you would recommend to help prepare future students for this work experience.

Agricultural Courses

Non-Agricultural Courses

16. What is your overall evaluation of your experience with this Employer, especially in relation to your career goals? Please elaborate and be specific. (Attach an additional page.)

Signed _____ Date _____

Submit this completed report to your Academic Supervisor within one week after your Internship.

21st CENTURY RANCH MANAGER TRAINING

Internship Program

Employer Evaluation of Internship

Intern: _____ Academic Supervisor: _____

Employer: _____ On-Site Supervisor: _____

Internship Dates: From _____ To _____

INSTRUCTIONS: Please evaluate the Intern objectively, comparing him/her with other Interns of comparable academic level and experience, with other personnel assigned similar responsibilities, or with individual standards. This evaluation will be shared with the Intern (???), his/her Academic Supervisor, and the Internship Committee.

1. Please rate the Intern in the following categories:

a. Relations with Others

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Has some difficulty working with others
- Works very poorly with others

b. Attitude regarding Work

- Outstanding in enthusiasm
- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

c. Judgment

- Exceptionally mature
- Above average in making decisions
- Often makes the right decision
- Often uses poor judgment
- Consistently uses bad judgment

d. Dependability

- Completely dependable
- Above average in dependability
- Usually dependable
- Sometimes neglectful or careless
- Consistently neglectful or careless

e. Ability to Learn

- Learns very quickly
- Learns readily
- Average in learning
- Rather slow to learn
- Very slow to learn

f. Quality of Work

- Excellent
- Very good
- Average
- Below average
- Very poor

g. Attendance

- Regular
- Irregular

h. Punctuality

- Regular
- Irregular

2. Please rate how well the Intern met the Objectives in the Internship Agreement:

Excellent Very Good Average Below Average Very Poor

3. Please rate the overall performance of the Intern:

Excellent Very Good Average Below Average Very Poor

4. What personal traits help or hinder the Intern's advancement?

5. Did you receive a copy of the Intern's Final Report? Yes No

6. Has this Evaluation been discussed with the Intern? Yes No

7. Additional Remarks (Attach an additional page, if necessary):

Signed _____ Date _____

Submit this evaluation to the Academic Supervisor within one week after the completion of the Internship.

21st CENTURY RANCH MANAGER TRAINING

Internship Program

Academic Supervisor Evaluation of Internship

Intern: _____ Academic Supervisor: _____

Employer: _____ On-Site Supervisor: _____

Internship Dates: From _____ To _____

1. What challenges or obstacles did you, as the Academic Supervisor, have in supervising this Internship?

2. What challenges or obstacles did the Intern have in completing this Internship?

3. What challenges or obstacles did the Employer have in helping the Intern complete this Internship?

4. Would you recommend this Employer be used again in the future?
Yes No Recommendations or comments:

5. What recommendations would you make to the Internship Committee to enhance the Internship Program?

Signed _____ Date _____

21st CENTURY RANCH MANAGER TRAINING

Internship Program

Notes from The Rural Landscape Institute

- It is our vision that all 40 weeks of the Internship Program will be a requirement for the degree program. University policy will dictate whether that is feasible.
- It is our vision that each specific Internship match will encourage diversity in the Intern's experience – from the Intern's own life experience and from the Intern's other Internships. In other words, each Internship should help expand the Intern's horizons beyond their comfort zone.
- University policy will dictate whether the Intern can earn credits in addition to the stipend. This may also depend on whether the Internship is a requirement for the degree program, as envisioned.
- It is outside the scope of this project to determine the employment status of the Intern with the Employer. If it is determined that the Employer is not, in technical fact, employing the Intern, then the term "Employer" should probably be changed (e.g. Site Host, Internship Host, etc.).
- It is our expectation that the forms used in this Internship Program would be created in electronic versions to facilitate the application process.