

AGEC 3700 INTERNSHIP

Contact:

Roger Hinson, Professor
Department of Agricultural Economics & Agribusiness
Louisiana State University and A&M College
Baton Rouge, Louisiana 70803-5604
225-578-2753

COURSE DESCRIPTION

The internship course in the Department of Agricultural Economics and Agribusiness is designed to provide students appropriate college credit for career oriented learning experiences that complement and enhance their formal classroom training. Course credit is awarded upon successful completion of a structured intern program with a business or organization involved in the production, processing, distribution, regulation, or oversight of agricultural and food products, services, or related resources.

COURSE OBJECTIVE

To provide a meaningful career-oriented learning experience through a structured intern program, which complements and enhances the student's formal classroom training.

INTERNSHIP GUIDELINES

The internship program is limited to students with a major or minor in the curricula of the Department of Agricultural Economics and Agribusiness who meet the following academic and procedural requirements:

1. Must have approval of department head or his designee to enroll in the course.
2. Must be in good academic standing in the University for the semester or summer term of the internship.
3. Must have earned a minimum of 55 semester hours of college credit, 12 of which must have been completed at Louisiana State University and A&M College.
4. An internship program agreement must be signed by all parties prior to registration for the semester or summer term of the internship.
5. The intern must work at least 300 hours for internship credit. AGEC 3700 is a 3 credit hour course.

INTERN'S RESPONSIBILITIES

You must complete the 'request for an internship' form and an 'internship prospectus' prior to registration for the course. You must attend an internship orientation during the spring semester. You will be registered into the course by the internship coordinator after these requirements have been met.

Final acceptance in an intern position is made by the prospective employer, but must be approved by the department head or his designee for course credit **before beginning work**. Upon approval for an internship, you will be assigned an academic instructor who will be your on-campus contact and will monitor your progress during the internship. The academic instructor will also assign a final course grade. You are responsible for completing all reports by the dates set by the academic instructor. You are expected to present a seminar based on your internship experience.

You are also responsible for all expenses incurred during the internship, including travel to and from the site of the internship activity. Prior to leaving the campus for the approved internship, you must attend an orientation, conducted by the internship coordinator, on the duties and responsibilities of an intern.

EMPLOYER'S RESPONSIBILITIES

The employer is expected to follow the guidelines of the internship program. In particular, the employer should provide an organized internship that provides meaningful duties and responsibilities which contribute to the learning goals of the intern and the goals of the employer. In addition, the employer is expected to complete two evaluations of the intern during the course of the internship, using forms provided by the department. The first evaluation will occur near the mid-point of the internship. A final evaluation will be completed at the end of the internship. The employer is expected to review each evaluation with the student before sending it to the academic instructor. Specific due dates will be jointly determined by the employer and the academic instructor.

GRADING PROCEDURES

The final course grade will be determined by your academic instructor. The suggested grading format is:

	<u>Percent</u>
Overview Report	10
Weekly Reports	30
Comprehensive Written Report	20
Comprehensive Oral Presentation	10
Employer Evaluation	<u>30</u>
	100

Report Requirements

All reports should demonstrate university-level communication skills. Each report must be typed in the format indicated below. The reports will be scored on content, composition, accuracy, and presentation.

1. Overview - The student will prepare a written overview report on the intern employer and the industry with which it is associated.
2. Weekly Reports - Weekly reports summarizing the student's work experience are to be mailed each Saturday to the academic instructor. A report format (such as the INTERNSHIP PROGRAM WEEKLY REPORT form), with specific categories, should be used.
3. Comprehensive Report - This report combines the information from the overview report with information from the weekly reports to summarize the internship experience. This report is due at the beginning of the semester final exam period.

Make sure you understand the specific grading procedures of your academic instructor prior to starting your internship.