

Department of Agricultural Economics and Agribusiness
Louisiana State University
AGEC 3700 INTERNSHIP

This course is a supervised, career-oriented experience, typically with a business or organization in the food and fiber system. It is designed to enhance education through experiential learning.

Each internship will be individualized, depending on the student and the employment opportunity. The description below discusses standardized procedures for conducting the internship program, and includes:

I. INTERNSHIP GUIDELINES

1. 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:
 - A. Must have approval of department head or his designee to enroll in the course.
 - B. Must be in good academic standing in the University for the semester or summer term of the internship.
 - C. Must have earned a minimum of 55 semester hours of college credit, 12 of which must have been completed at Louisiana State University.
 - D. Must have a signed internship program agreement between all parties *prior to being registered* for the semester or summer term of the internship.
2. The internship may be initiated by the student, employer, or department.
3. The internship must be conducted under terms of a written agreement satisfactory to the employer, the student, and the department.
4. The student is responsible for all expenses incurred while in the internship program, including travel to and from the site of the internship activity.
5. Prior to leaving the campus for the approved internship, the student must attend an orientation, conducted by the academic instructor, on the duties and responsibilities of an intern.
6. An academic instructor will be assigned.
7. The final course grade will be determined by the student's academic instructor. Components of the grade include an overview report, weekly reports, a final comprehensive report, and employer evaluations.
8. AGECE 3700 is a 3 credit hour course.
9. The student prepares required paperwork for the course. When that is complete, the department's Internship Coordinator registers the student in the course.

II. DEPARTMENTAL RESPONSIBILITIES

The Department of Agricultural Economics and Agribusiness will collect and post information from employers who indicate an interest in participating in the internship program. Students should initiate discussion of an internship with employers in whom they have an interest. Employers may also initiate a potential student internship by contacting the department.

All internships must have the approval of the department head or his designee, including a signed agreement between the participating parties.

An academic instructor will be assigned to individual internships by the department head. The academic instructor is responsible for:

1. Conducting an orientation session with the student before the internship begins.
2. Specification of due dates for all reports and evaluations.
3. Evaluation of reports.
4. Consulting with the employer concerning the student's activities, progress, and performance.
5. Assignment of the final course grade.

III. EMPLOYER RESPONSIBILITIES

Employers may recruit students and students may contact employers about internship opportunities. **Final acceptance of the student in an intern position is made by the employer, but must be approved by the department head or his designee for course credit *before* beginning work.**

The employer is expected to follow the guidelines of the internship program:

1. The employer may hire a student for any semester: summer (June-July); fall (August-December); or spring (January-May).
2. Students must work at least 300 hours for 3 hours of credit.
3. The employer should provide an organized work experience for the student by providing meaningful duties and responsibilities during the internship.
4. The employer completes two evaluations of the student during the course of the internship, using forms provided by the department. The first evaluation occurs near the mid-point of the internship. A final evaluation is completed at the end of the internship. The employer should 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.

IV. STUDENT RESPONSIBILITIES

Students must complete an internship registration form with the department. The student may initiate contact with employers using the list of employers maintained by the department or by pursuing other opportunities. Final acceptance of the student in an intern position is made by the employer, but must be approved by the department head or his designee for course credit *before beginning* work. The student is expected to follow the guidelines of the internship program:

1. The student may work in any semester: summer (June-July); fall (August-December); or spring (January-May).
2. The student must prepare paperwork and request to be enrolled in AGEC 3700.
3. The student will be responsible for completing all reports by the dates set by the academic instructor.

V. GRADING PROCEDURES

The final course grade will be determined by the student's academic instructor. The suggested grading format is:

	<u>Percent</u>
Overview Report	10
Weekly Reports	30
Comprehensive Report	30
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 provided at the end of each week to the academic instructor. These reports may be mailed or sent as electronic documents to the academic instructor. A report format (such as the attached 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.