Student Internship Rules and Procedures

AGEC 289

Purdue University, Department of Agricultural Economics

Summer Internship 2019

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A. Introduction and Overview

1. Types of Internships

Internships continue to gain popularity with both students and employers. The Department of Agricultural Economics at Purdue University recognizes the richness and value of experiential learning that can occur with pre-approved, supervised internships. Yet not every work experience meets the requirements for internship credit. The purpose of this document is to delineate the process that must be followed by a student in the Department of Agricultural Economics, their employer, and the faculty to establish internship credit.

Two levels of internship -- AGEC 289 (Foundation Internship) and AGEC 489 (Professional Internship) -- are offered because we expect more of our students as they progress through their program of study. As such, the learning expectations and outcomes differ between the two levels of internship. However, the procedures to establish the credits are similar.

The Foundation Internship (AGEC 289) provides a student with a broad overview and perspective on the operation of a business, governmental agency, or other organization (hereafter the internship employer). In addition, a student gains insights about career paths within that firm and industry. Upon return to campus, the student completes AGEC 289, a one-credit course. During the course, the student will reflect upon the work in their internship, complete a term paper, and make an oral presentation. A student can take AGEC 289 two times. The student may complete two internships at the same company if the work experiences differ. E.g., a student could work one summer in sales and during year two have a second internship in marketing at the home office.

In contrast, the Professional Internship (AGEC 489) is intended to provide students the opportunity to apply their classroom learning in a real world environment. Thus, AGEC 489 anticipates that the student will complete a comprehensive economic or business analysis of a project for the internship employer. Upon return to campus, the student completes AGEC 489, a two-credit course. During the course, the student will complete a comprehensive term paper and make an oral presentation. AGEC 489 can be taken two times by a student, if the projects differ.

2. Summary of Procedures

1. To earn credit in AGEC 289, each student intern shall submit to the Internship Program Coordinator:
   a. A set of well-defined work activities and a set of expected learning outcomes that meet the approval of the internship employer and the Internship Program Coordinator. (See pages 4 and 5 for examples).
   b. A copy of the job description.
   c. A copy of the student’s resume.
   d. A signed Memorandum of Agreement (or contract) with the internship employer. (See pages 7 and 8).
2. Complete the work assignments under supervision of the employer. During the internship, the student is expected to file a weekly report, logging their progress against work activities and learning outcomes.

3. At the conclusion of the internship, the internship employer shall complete a written evaluation of the student’s work performance (see pages 9 and 10).

4. Upon return to Purdue University, complete course requirements (includes an oral presentation) of AGEC 289. (See Section C: pages 3 and 4).

3. Services from the Department of Agricultural Economics

- **Oversee departmental policies** - The AGEC Internship Program Coordinator will implement policies and guidelines for the department. This includes assuming responsibility for implementing standards (course prerequisites, minimum grade point index, etc.) as determined by the department’s faculty.

- **Relationship with students** - The AGEC Internship Program Coordinator will assist and provide examples of internship learning expectations (see pages 4 and 5). The AGEC Internship Program Coordinator will also collect applications from students seeking internship experiences and check that appropriate prerequisites have been completed.

- **Record Keeping** – Necessary documentation related to the internship shall be maintained by the AGEC Internship Program Coordinator. The signature of the AGEC Internship Program Coordinator verifies that Departmental and College of Agriculture standards will be met if all aspects of the internship are satisfactorily completed. The AGEC Internship Program Coordinator will distribute signed copies of the agreements to the student, the cooperating employer, and the intern’s academic advisor.

- **Program Assessment** – The AGEC Internship Program Coordinator will work with cooperating employers and students to evaluate the internship program.

The remainder of this document provides more specific details about:

B. Enrollment procedures
C. Academic requirements of the internship
D. Expectations of the internship employer
E. Memorandum of Agreement
F. Supervisor’s Evaluation of Student Performance
B. Enrollment Procedures

1. Finding Internships
The student is responsible for finding his or her own employment. Students may obtain information about potential internships from the AGEC Internship Program Coordinator, the Office of Academic Programs in the College of Agriculture, the Center for Career Opportunities (CCO), or other faculty members. A student may identify potential internships as well. You should discuss up front with the internship employer the requirements that must be met to earn internship credit.

2. Initiate Process
When a student identifies his/her internship employer, the student shall submit an Internship Application Packet to the AGEC Internship Program Coordinator. The packet must include:

1. The Memorandum of Agreement, which include learning outcomes and plan for the internship (pgs. 7-8),
2. A copy of the job description for the position,
3. A copy of the student’s resume.
4. NOTE: Students will not be allowed to enroll in AGEC 289 after they have completed the work experience.

3. Registering for Academic Credit
The student must be registered for AGEC 289 in the semester following his/her return to campus from the internship. Upon return to campus, the students will discuss their internship experiences in this course, complete written reports and make oral presentations. If it is not possible to finish the requirements during the first semester upon return, a grade of incomplete can be given, which is removed upon completion of the internship. The internship must be completed by the end of the second subsequent semester of enrollment or the incomplete grade will revert to a grade of No-pass.

C. Academic Requirements for AGEC 289
The student must satisfactorily complete the tasks and activities as identified in the Memorandum of Agreement for the Internship.

- While on the internship, the student will maintain a weekly log of their activities through email correspondence with the Internship Program Coordinator. The student should use the log to assess his/her progress against the internship plan and learning outcomes as detailed in the Memorandum of Agreement.

- The student must present a final report/presentation.

- The student must insure that the cooperating employer has submitted the Supervisor’s Evaluation by the last day of class for the semester in which the student is registered.
**Hours required** in the internship position may be met by any of the following options:

- **Fulltime position** - must accumulate at least 400 work hours over a ten-week period.
- **Part-time position** – must accumulate at least 400 hours (working 15 to 20 hours/week for several months) with the same employer.
- **Petition** to the internship coordinator for other ideas that you believe qualify for this opportunity. You may not work for a business owned by your parents or for a business being started by you.

In addition to the time spent working as the intern, the student in AGEC 289 will invest a minimum of 30 hours of time to reflect on the learning that occurred during the internship. This includes class time in AGEC 289, as well as time spent locating an internship, writing daily/weekly logs, and preparing the final report/presentation.

The final grade of Pass/No Pass is calculated by the AGEC Internship Program Coordinator. Seventy percent is needed for a grade of Pass.

<table>
<thead>
<tr>
<th>Item</th>
<th>Percent of grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Evaluation (See pages 9 and 10)</td>
<td>25</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**D. Expectations of Internship Employers**

1. **General Requirements**

A firm, governmental agency or other enterprise (hereafter the internship employer) that selects a student for an internship is expected to provide them with a variety of educational experiences. The authorized signature on the Memorandum of Agreement signifies that the stated objectives can be achieved, that the stated activities are feasible at the proposed work site, and that the supervisor will share with the student materials that let the student complete his/her course requirements. The internship employer is to assign responsibility for supervision of the intern to a specific individual, who will complete an evaluation form assessing the student’s work performance.

2. **Learning Outcomes**

A learning outcome is a statement of what a learner is expected to know, understand or be able to do as a result of a learning process. The summer internship involves an opportunity for a student to learn a great deal about how a firm operates, from the products made, to the customers served, to the distribution, etc. Many students have summer employment. But to earn academic credit, the expectation is that the student will discuss many aspects of the company with their internship supervisor so they have a fuller appreciation of what the company does. Examples of learning outcomes might include:

- Learning a specific record keeping software
- Gaining specific product/service knowledge
• Learning company specific customer service procedures
• Understanding the firm’s sales philosophy/strategy

In addition to logging weekly progress on learning outcomes, the student will be asked to report on one of the following aspects of their employer each week for 10 weeks of their summer experience (these can also serve as additional learning outcomes to consider):

• What are the stated business goals and mission statement of the internship employer?
• What are key historical achievements of the company?
• How broad are the company’s product and service mix? What are the major segments of customers served? Who are the major competitors? What is the growth opportunity for these products?
• Where does the company operate its stores, warehouses, plants?
• What is the product life cycle for some of the company’s main products? How does the company fund new product developments? How big is the product development group? Does the company have important patents?
• What is organizational structure of the company (centralized or decentralized, the number of divisions, line and staff functions, etc.)?
• How does the company manage human relations (centrally or at each location)? What is the educational background and work experience of the HR professionals in the company?
• What is the financial budgeting process for the company (are budgets driven from a corporate office or do they come from the field).
• How does the company communicate with its customers? What is the company’s value proposition?
• Does the company manage supply chain functions internally or are these responsibilities outsourced to third-party-logistics firms? Does inbound logistics differ from outbound logistics?

The learning outcomes will vary by internship, but the hope is by the end of the summer a student will comprehend the complexity of the firm.

3. Salary and Expenses

The internship employer may provide wages, reimbursement for travel or other expenses while the student is on the internship. These arrangements are to be agreed upon by the internship employer and the student intern.

The employer should establish policies for employee expense reimbursement, and coverage of other costs, such as housing.
4. Company Policies and Procedures

It is suggested that the internship employer:

- Review any company safety programs with the students.
- Inform students of normal working hours and dress codes (if any).
- Make students aware of holidays to be observed during the internship and whether these are paid holidays.
- Inform students of procedures to follow if they were sick and cannot come to work.
- Review policies for vacations or personal time.
- Review company policies on the use of e-mail and the Internet.
Memorandum of Agreement
Department of Agricultural Economics Internship Program

This form (pgs. 7-8) needs to be completed and signed by your supervisor by May 17th, 2019 to maintain your enrollment in AGEC 289 for the fall 2019 semester. Please return all documents to Andy Oppy, Internship Program Coordinator in Krannert Room 681 via e-mail, fax or US Post.

<table>
<thead>
<tr>
<th>Student’s Name</th>
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<tbody>
<tr>
<td>Student ID Number</td>
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<tr>
<td>E-mail Address</td>
<td></td>
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<tr>
<td>Academic Advisor</td>
<td></td>
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<tr>
<td>Credit Hours Completed</td>
<td>Graduation Grade Point Average</td>
</tr>
<tr>
<td>Job Title of Internship Position</td>
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<tr>
<td>Starting Date</td>
<td></td>
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<tr>
<td>Ending Date</td>
<td></td>
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<tr>
<td>Company Name</td>
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<tr>
<td>Location of internship</td>
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<tr>
<td>Immediate Supervisor</td>
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<tr>
<td>Supervisor’s Title</td>
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<td>Fax</td>
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<tr>
<td>e-mail</td>
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Define work activities and learning objectives to be achieved during internship:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Please attach an additional sheet if more space is needed
I agree to prepare a detailed, typed final report and make an oral presentation explaining my internship activities and a record of activities (daily or weekly log), attend all weekly class meetings unless approved by Internship Coordinator, and to include any suggestions for improvement of the program.

______________________________________________  _____/_____/_____
Student’s Signature  Date

The Employer of the student named above agrees to provide the student an opportunity to obtain experience in the learning outcomes described above. A copy of the intern’s job description is attached. The student intern’s immediate supervisor will be:

_________________________________  ______________________________
Name  Title

The supervisor agrees to evaluate the efforts of the student and forward an evaluation to the internship coordinator on completion of the internship. The supervisor must make sure that the student clearly understands what information about the internship experience can be shared with the intern’s peers in a classroom setting and that which is confidential. If the nature of the work experience is to prevent active participation of the intern in class discussion due to strict confidentiality rules, the student might not be able to earn internship credit. This does not diminish the value of the work experience, but suggests that the experience should not earn internship credit.

_______________________________________________  _____/_____/_____
Representative of Cooperating Employer  Date

___________________________  _________________
Street Address  City       State  Zip Code

(_____)___________________________ (_____) ______________________
Business Phone Number          Fax Number

___________________________
Email Address

I have reviewed this Memorandum of Agreement and find it consistent with the student’s educational objectives and the goal of the Agricultural Economics Internship Program.

Andrew E. Oppy, Internship Program Coordinator  Date
We appreciate your cooperation in evaluating how our student performed in his or her internship with your firm. Your feedback is part of the information used to assign a grade of Pass/No Pass grade for the internship. More importantly, we will share your feedback with the student to identify areas of strength and those requiring attention in the student’s continuing professional development. Thank you for your cooperation.

<table>
<thead>
<tr>
<th>Student’s Name</th>
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<tbody>
<tr>
<td>Job Title of Internship Position</td>
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<tr>
<td>Starting Date</td>
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<tr>
<td>Ending Date</td>
<td></td>
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<tr>
<td>Company Name</td>
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<tr>
<td>Location of internship</td>
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<td>Intern’s Supervisor</td>
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<td>Title</td>
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**INITIAL vs. FINAL SKILLS**

1. Was the student adequately prepared to work in your firm?  
   Yes _____ No _____ Somewhat _____  
   List the areas of adequate preparation and the areas where additional preparation would have improved the student’s capability of working for you.

2. In your opinion, what are the student’s areas of greatest strength and areas that need improvement?

3. Would you rehire this student for another internship or permanent position?  
   Yes _____ No _____ Maybe _____
4. What recommendations do you have for us to include in this student’s academic program to more adequately prepare the student for future professional roles?

5. Are you interested in having a similar person for another internship in your firm?  
   Yes _____ No _____ Maybe _____

6. Do you have any additional comments:

<table>
<thead>
<tr>
<th>Personal Characteristics:</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Unacceptable</th>
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<tbody>
<tr>
<td>Cooperates with management</td>
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<tr>
<td>Cooperates with other workers</td>
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<tr>
<td>Willingness to work</td>
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<td>Dependability</td>
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<td>Honesty</td>
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<td>Shows initiative and motivation</td>
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<tr>
<td>Appearance</td>
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<tr>
<td>Accepts supervision</td>
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<tr>
<td>Accepts constructive evaluation</td>
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<tr>
<td>Punctuality and attendance</td>
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<td>Professional attitude</td>
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</table>

**Improvement in skills:**

- Leadership ability
- Communication – speaking
- Communication – writing
- Learning new operations easily
- Adapting to a variety of jobs
- Overall skills for industry

**Potential for career in this professional industry**

Please return this form to:  
Andy Oppy  
Internship Coordinator  
Purdue University  
403 W. State Street  
West Lafayette, IN  47907  
Fax 765-494-9176 / aoppy@purdue.edu

Signature _______________________________________________________________________/_____/_____/ Date

Printed Name _____________________________