Course Title: AGSC 416 --- Internship
Semester Offered: 
Instructor Name: Faculty member 
Email 
Address: 
Credits: One to Six (Variable)

Course Description /Objectives:

Course Description: Supervised work and learning experience in research, public, education, business, or government organizations related to the Agriculture Industry.

The internship provides an extension of the academic learning and includes the opportunity to: 1) apply substantial knowledge and skills gained in the academic setting in a supervised, professional work environment, 2) learn and develop new skills outside the classroom, and 3) explore a career field or prepare for a chosen career field through a work experience opportunity. The internship includes a collaborative team consisting of the student, faculty supervisor (course instructor), and a field (site) supervisor who develop acceptable learning objectives, experiences, and evaluation procedures which enable the student to work with in a professionals/mentoring setting. The course requires an average of 3-9 hours per week depending on the number of credits selected (1 credit=3 hours/week) in internship activity. All designed internships must demonstrate that substantial classroom knowledge and skill sets gained in the student’s academic major are incorporated into the internship in a written agreement between the student, faculty advisor and field supervisor prior to the initiation of the internship.

Core Objective 14: Students will be able to demonstrate their knowledge and skills developed in previous Core and major classes by completing a project or structured experience of practical significance.

Expected Learner Outcomes: Learner Outcome Measurements:

- A student will be able to articulate and demonstrate improvement in professional etiquette - exhibit courteous, considerate, professional and respectful conduct
  Work Supervisor evaluation

- A student will be able to articulate and demonstrate team work
  Work Supervisor evaluation
collaboration and leadership.

- A student will be able to develop a professional portfolio that relates to other academic experiences including Core and within their major classes, personal awareness and growth, diversity, professionalism and industry engagement. 

- A student will be able to demonstrate professionally relevant competencies and relationships in a professional setting.

- Students will be able to evaluate their own areas of strength and improvement.

- A student will be able to communicate work assignments and learner outcomes.

- Students will be able to combine critical thinking and analytical skills related to workplace issues.

Written assignment

Work Supervisor/mentor and Faculty advisor evaluation

Work Supervisor and Faculty advisor evaluations

Faculty advisor evaluation and journal assignment

Work Supervisor/mentor and Faculty advisor evaluation

Written portfolio

### Course Requirements

**During the semester before enrolling in the internship:**
* Students must meet with the internship course instructor they have identified to work with to discuss their interests, career goals, and possible internship options.
* Students must complete the Internship Agreement, signed by the site supervisor, the student, and the internship course instructor prior to starting the internship.

**Course Credits and Registration:**
* A one-credit internship requires minimum of 3 hours per week; two-credits require a minimum of 6 hours per week; three credits requires a minimum of 9 hours per week on the job training during one semester. (1 credit = 45 hours total, 2 credits = 90 hours total and 3 credit = 135 hours total). Students may repeat this course up to a total of six (6) credits.

**Student Learning Assessment:**

The satisfactory/unsatisfactory grade designation will be based on completion of required written assignments (if required) journal completion, and a midterm and final evaluation by internship
mentor/faculty member. The evaluations will be completed by the instructor and work supervisor. The advisor and intern will meet and discuss the evaluations.

Satisfactory Performance will be decided upon individual faculty and work supervisor by may consist of some of the following for evaluation:

The grading breakdown is as follows:
- Mid Semester Internship Performance Evaluation and first half of written semester assignments based on requirements
- Final Internship Performance Evaluation and last half of any written semester assignments based on requirements
- Journal
- Professional portfolio

### Attendance and Assignment Policy

Student interns are expected to complete all assigned work in a timely and professional manner. They are also expected to keep a weekly journal of activities, assignments, results and summary of learning outcomes. The journal should be turned into the Ag. faculty advisor at the end of the semester, during finals week. It should include a summary of their experience, discussing what was learned and a critique of themselves and the value of this internship to their educational experience at UNR. Students should also create a professional portfolio during this class containing a resume and projects completed during this work experience, also due during finals week.

**Intern Responsibility:** Student interns are responsible for reporting to work as assigned and on time, or calling their supervisors if they will be absent. They are responsible for completing their assignments in a professional manner and for calling and arranging to meet with their work site supervisor and/or faculty advisor on a weekly basis. Weekly journals will be required including formalized reflection and will be turned in their faculty internship advisor on week or biweekly basis. Interns must be motivated, have a good attitude, and be able to follow directions. Students are responsible for abiding by University of Nevada Rules and Disciplinary Procedures for Members of the University Community. Academic dishonesty, including but not limited to cheating and plagiarism, will result in failure of the internship. Willful damage, theft, or misappropriation of equipment or property will result in disciplinary sanctions as stated under the UCCSN code. They will work out their time schedules with their instructor and abide by that schedule. If for some reason, such as illness, they cannot, they will call the instructor prior to their change in shift and make arrangements to make up the lost time.

The site/field supervisor will complete two evaluation forms during the internship. Students are responsible for providing the forms to the site supervisor. The first (Mid-Internship Evaluation Form) is provided to the intern for the student’s benefit, to determine any deficiencies, and allow time to correct any deficiencies. Only the Final Internship Evaluation is included in grade determination for the course.

**Professional Portfolio**
The professional portfolio is due at the end of the semester. The portfolio should contain a résumé, your work evaluations (mid semester and final), examples of work completed, awards or honors for your work, certifications, certificates of completion, and trainings attended. Additionally, students will be required to write a self-study about the experience. Students will required to reflect upon and articulate learning that relates to other academic experiences (including Core and within their major classes), personal awareness and growth, diversity, professionalism and industry engagement. The self-study is evaluated on the degree to which the content of their self-study is complete, thorough, and significant; and the degree to which their writing is clear and concise and free of errors. In some situations a professional presentation may be required describing the internship experience and how it incorporated learning experiences taken from the classroom setting to real life hands-on learning.

**Grading Scale:** This course is graded using a Satisfactory/Unsatisfactory grading system.

A student will earn a passing grade (Satisfactory) if she/he meets basic course requirement or above.
A student will earn a failing grade (Unsatisfactory) if she/he does not meet basic course requirement even if the effort is worthy of credit or work neither meets requirements or is worthy of credits.

**Course Policy on Academic Dishonesty:**

Cheating, plagiarism, or otherwise obtaining grades under false pretenses is a federal offense. Students are expected to adhere to the ethical code as described in the UNR Student Handbook. This code specifies that with enrollment an individual commits to the principles embodied in the code. Academic dishonesty in any form is not acceptable. In the event of an academic dishonesty issue, the procedures for addressing the issue are outlined in the university’s “Academic Dishonesty Procedures”. If caught, you may be asked to leave the University and will not be able to return. Use of a cell phone, PDA, or other instant messaging communication device to share answers during an examination will be considered cheating and all participants will be subject to appropriate discipline. It is not worth it, so study for those quizzes and exams. (See [tp://catalog.unr.edu/content.php?catoid=8&navoid=1989](tp://catalog.unr.edu/content.php?catoid=8&navoid=1989) for current catalog code and policies)

Each student is responsible for being familiar with UNR's policies on academic dishonesty, available in the [University of Nevada, Reno General Catalog](http://catalog.unr.edu/content.php?catoid=8&navoid=1989). Academic dishonesty will not be tolerated and penalties can include canceling a student’s enrollment without a grade, giving an F for the course or the assignment. Further, in accordance with the UNR’s Undergraduate Academic Dishonesty Procedures, a record will be created with the Office of Student Judicial Affairs. Repeated offenses may lead to expulsion from the university.

Note that certain acts of academic dishonesty are also prohibited under Nevada law. Here is the relevant section from the Nevada Revised Statutes:

**NRS 207.320 Preparation or sale of academic writings.** Any person who prepares for sale or sells any term paper, thesis, dissertation or similar writing intending such writing to be submitted to an academic institution as the work of any person not the author in fulfillment of a requirement for completion of a course of study, award of a degree or other academic credit is guilty of a
misdemeanor. (Added to NRS by 1973, 1161)

University Support Services:

Academic Success Services: Your student fees cover usage of the Math Center (784-4433 or http://www.unr.edu/mathcenter/) Tutoring Center (784-6801 or http://www.unr.edu/tutoring/) and University Writing Center (784-6030 or http://www.unr.edu/writing_center/). These centers support your classroom learning; it is your responsibility to take advantage of their services. Keep in mind that seeking help outside of class is the sign of a responsible and successful student.

Accessibility Statement:
The instructor needs to be made aware of any physical or learning disabilities a student may have at the beginning of the semester in case some type of accommodations are needed for the class. American Disabilities Act: “Qualified students with physical or documented learning disabilities have the right to free accommodations to ensure equal access to educational opportunities at the University of Nevada, Reno.” For assistance, contact the Disability Resource Center: 784-6000.

University Policies and Procedures:

University Statement on Audio and Video Recording: Surreptitious or covert video-taping of class or unauthorized audio recording of class is prohibited by law and by Board of Regents policy. This class may be videotaped or audio recorded only with the written permission of the instructor. In order to accommodate students with disabilities, some students may be given permission to record class lectures and discussions. Therefore, students should understand that their comments during class may be recorded.

Student Absences: By NSHE policy in Title 4 Chapter 20 A, Section 3, paragraph 1, http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T4-CH20-%20General%20Policies%20Regulating%20Students%20and%20Student%20Government.pdf, there are no official absences from any university class. It is the personal responsibility of the student to consult with the instructor regarding absence from class. In the event that a student misses a class because of an official university function or event or because of serious personal issues, the Office of the Vice President for Student Services may, at its discretion, send an explanation to affected faculty. The instructor shall make the final determination on whether the missed work can be done at a time other than during the regularly scheduled class period.

Course Catalog
Description

Coordinated work-study programs in industry or government under the direction of a faculty advisor. Written progress reports are prepared periodically and at the conclusion of the internship. May be repeated up to 6 credits.
Mid Semester Internship Report

Internship Sponsor: _______________________________ Date: ________________

Student: ______________________________________________

Supervisor: ____________________________________________

The Sponsor’s assessment of the intern’s performance and progress will be used in discussions between the Advisor and the student. We encourage the Sponsor to have a full discussion with the intern about each rating on this form and to seek the intern’s view as to how the experience with the Sponsor and the Sponsor’s organization is working for the intern. This is an opportunity for the Sponsor to get valuable feedback from the intern.

1. ATTENDANCE
(    ) Regular
(    ) Sporadic

2. COMPETENCE
(    ) Produces more than expected
(    ) Produces average amount of work
(    ) Produces average amount of work
(    ) Always prompt with assignments
(    ) Generally prompt with assignments
(    ) Often late with assignments

3. ATTITUDE (check all that apply)
(    ) Good team worker, cooperative
(    ) Average team worker
(    ) Difficult to work with, uncooperative
(    ) Deals well with others
(    ) Deals acceptable with others
(    ) Deals poorly with others
(    ) Welcomes criticism
(    ) Doesn’t accept criticism well

4. APPEARANCE
(    ) Work is accurate and complete
(    ) Work is frequently contains errors or is incomplete
(    ) Work is very neat
(    ) Neat in appearance
(    ) Neatness is satisfactory
(    ) Needs to improve dress and grooming
(    ) Neatness is below standards, needs improvement

5. RECOMMENDED GRADE
(    ) Excellent
(    ) Good / above average
(    ) Average
(    ) Below Average
(    ) Poor
(    ) Quick to understand new ideas
(    ) Ave. comprehension of new ideas and methods
(    ) Slow to comprehend, needs improvements
(    ) Has a good grasp of fundamentals
(    ) Lacks a grasp of fundamentals

6. COMMENTS (Use reverse side if needed) ____________________
____________________________
____________________________

________________________________________________________________________
________________________________________________________________________
Internship Sponsor’s Final Report

Internship Sponsor: ________________________________ Date ____________

Student: ____________________________________________

Supervisor: __________________________________________

With this form, you provide your final assessment of the performance of the intern. The student’s final grade (Satisfactory/Unsatisfactory) will be assigned on the basis of your comments plus other work required of the student. We encourage Sponsors, on the occasion of discussing this evaluation with the intern, to conduct actual exit interviews with interns to seek out the intern’s perspective of what has been learned, strengths or weaknesses of the internship. This frequently can be helpful to the Sponsor in his or her own operation as well as in dealing with future interns.

Overall:
Please evaluate the overall performance of the student and place a check mark by the most accurate description below:

(   ) Excellent, (   ) Good / above average, (   ) Average, (   ) Below average
(   ) Poor

Comments:
Please state briefly your reasons for this rating. Factors such as attendance, competence, attitude, progress, and initiative could be considered. Please comment on areas of strengths and weaknesses and give recommendations for improvement. (Use the back of this sheet and / or additional paper if needed.)