University of Missouri

Agricultural Systems Technology 4940 – Internship

Internship Handbook

"I've learned many new skills and knowledge from my course work in college. Is there a way to apply these skills that will help me gain career experience and earn credit hours for my Ag Systems Technology degree…?" YES!!

AST 4940 is the course and the answer!!!

Internship Acquisition and Preparation Guidelines

How do I get an internship and are there any prerequisites?
• You must complete an application form
• You must be an accepted departmental major
• You must be a second-semester sophomore
• Your overall GPA must be a minimum of 2.0 and should be 2.5 in your AST courses
• You must have completed 12 hours of courses in Ag Systems Technology or related courses

Can I get paid for my internship?
Yes, you can. This is up to the organization where you are interning.

How many hours may I take?
A typical student earns 2-5 hours of credit for a single internship. A minimum of 360 hours is expected. During the summer you typically work more hours per week for a shorter period of time. Use the guidelines for hours of work to determine the number of credit hours.

Can I take too many hours of internship credits?
You are only allowed a maximum of 6 hours of AST internship credits for your internship. You may take more than one internship during your college career, but may not earn more than 6 total semester hours before you graduate.

What steps do I take for getting an internship, and who selects the location for my internship?
Basically, you find your own internship from a career fair on campus, existing departmental contacts, or any other source that is approved by the internship coordinator.

Learning Through Doing

ADM and CAFNR partnership teaches entrepreneur skills

Internship Course Enrollment

1. Between the time of pre-registration and the beginning of the next semester, you select an organization that will fit your interests. Please don't feel that you are limited to only these locations; you may hear of others that are equally suitable. Check with your internship coordinator for approval of any new location.

2. Approach the contact person for the organization as if you are applying for a job. Make an appointment for an interview. Dress professionally, prepare a resume to hand in, and use the interview process to determine if the internship is right for you. The organization will determine if you are right for it.

3. Once you've been accepted by the internship organization, complete the internship **Agreement Forms** and return it to the Internship Coordinator:

Kent Shannon, 205 Ag Engineering Building, ShannonD@missouri.edu
4. After your **Agreement Forms** have been reviewed and your internship has been approved, the internship coordinator will email you a permission number to enroll in AST 4940 – Ag Systems Technology Internship.

5. Treat the internship like a job. Remember that you will most likely want to use your internship supervisor as a reference for future jobs.

Internship Documentation

1. Internship Forms

1.1. Application

- List your name, student number, cumulative GPA, targeted completion date, your contact information, your supervisor's name and contact information, number of credit hours, and a brief description of what your responsibilities will be.

1.2. Background & Objectives (complete **BEFORE** your internship starts)

- Explain the company name, type, purpose and general operations. Possible concepts to include are the organizational structure, company goals, company objectives, company marketing plan and any other information that is of true interest.

- Explain the responsibilities of employees where you will work.

- Explain the five and ten-year growth plans if they have them

- Explain how you and your supervisor determined the objectives of your internship.

- Clearly state the objectives of your internship and/or any projects you plan to complete. See Appendix A at the end of this packet for example projects.

1.3. Contract

- After completing the Application, Background & Objectives, the last form that certifies you have reviewed this Internship Handbook and understand what the requirements are is the Contract. Once you have the Contract signed by you and your supervisor, submit the Application, Background & Objectives, and Contract to the Internship Coordinator for review. Once approved, a permission number will be issued via email in order for the student to enroll in AST 4940.

2. Assessment Forms

2.1. Student Self Evaluation (complete **AFTER** internship ends)

- Explain how you accomplished each of the objectives and/or projects you identified in Section 1.2 Background & Objectives.

- Explain how you accomplished other objectives that were not originally agreed upon by your employer.

- Identify the strengths and advantages of your internship experience. What did you learn on the internship? What did you accomplish for you/your employer?

- Identify the weaknesses and disadvantages of your internship experience. What would you do different if you had an opportunity to do it all over again?

- Provide ideas on how you would implement the changes you have suggested in the preceding items/statements above.

- Attach a copy of any handouts, transparencies, graphs, charts, computer printouts, and software that you designed during the internship and any other materials you will use as you present your Oral Report to the Agricultural Systems Technology Faculty.

2.2. Employer Evaluation 1 (employer completes **MIDWAY** during internship)

- Employer will evaluate and rate your overall performance based on the following areas: personal attitude and presence, interpersonal interaction with colleagues, professional work ethics and work effectiveness at completing assigned tasks. This must be completed, signed and turned in **MIDWAY** during internship.

2.3. Employer Evaluation 2 (employer completes **AFTER** internship ends)

- Employer will evaluate and rate your overall performance based on the following areas: personal attitude and presence, interpersonal interaction with colleagues, professional work ethics and work effectiveness at completing assigned tasks. This must be completed, signed and turned in **AFTER** the internship ends.

3. Journal Logs

3.1. Daily Log

- A daily log of what you did each day on the job is required. It does not have be in great detail, but it does need to provide enough information as to the jobs you did that day and the responsibilities that you acquired.

3.2. Hour Log

- An hour log of how many hours you worked each day on the job is required. You can report the hours you worked one week at a time. You and your supervisor will sign the provided Hour Log certifying that the hours your worked are representative of the hours worked over the course of the internship.

3.3. Photo Log

- A photo log capturing the actual work you performed each day on the job is required. You need to provide a minimum of 10 pictures that reflect the various experiences you encountered during the internship. If pictures were not allowed for confidentiality reasons, you may "Google" images or use substitutions.

4. Oral Report

4.1. Presentation

- Prepare a 10-15 minute professional presentation for the AST Faculty during a 30 minute time slot. The Internship Coordinator will schedule the time with you and the faculty. Please arrive 10 minutes early to ensure your presentation and documentation is ready and working.

- The scoring of the presentation will be based on the 1) *Introduction* (intro page, who the student is, overall goals and objectives), 2) *Presentation of Facts* (activities of internship, what the student learned, what the student brought to the company, how AST classes prepared them for the internship), 3) *How Student Grew and Learned* (strengths and weakness of the internship, what would student do differently), 4) *Quality of Presentation* (pictures of work performed, easy to ready text, assembled in logical manner), and 5) Presence of Student (dressed appropriately, interaction with faculty, clarity of presentation and speech, etc…)

- Submit the presentation at least three days before your scheduled presentation. The Internship Coordinator will provide any feedback that may enhance the quality and understanding of the presentation.

5. Written Report

5.1. Paper

- Prepare a five page paper that formally reviews the content you covered in your Oral Report. There are many details that you may review in your presentation orally that is not conveyed form the bullet points and pictures you presented. Use that information to help record your experiences in the Written Report.

- The score of the paper will be based on the following: 1) *Introduction* (1 paragraph that talks about the company, what your main job duties were, how you acquired the internship, and what you initial thoughts were before you started, 2) *Body* (minimum of 3 paragraphs that talk about the important jobs skills, professional development, learning opportunities and other points that you felt were extremely beneficial for you as you transition from being a student/intern to working full time in the industry, and 3) *Summary and Conclusion* (1-2 paragraphs that talks about your experiences as they relate to you – did you like the internship? Did you end up gaining full time employment after the internship? What courses in college (AST, PL Sc, Soil Sc, Accounting, etc.…) do you think helped you? What courses do you wish you had?

- Formatting requirements include: 1) First and Last name, Course Number, and Date Due in the upper right corner of HEADER, 2) Title, 3) 12-point font, 4) Times New Roman, 5) 1-inch margins

Internship Questions and Comments

Who do I contact if I have any other internship questions?
The Agricultural Systems Technology department is always striving to make the internship experience better for our students and the employers they work for. If you have any other questions that are not answered in this handbook, please contact our Internship Coordinator:

Kent Shannon
205 Agricultural Engineering Building
Columbia, MO 65211-5200
ShannonD@missouri.edu

Appendix A
Example of Objectives/Projects

1. Plan and evaluate a demonstration program for a given piece of equipment.

2. Generate a customer profile for a portion of, or all customers (customer profile software could be utilized).

3. Follow up on sales of a product, including parts or service calls.

4. Develop a special tool inventory and check out system.

5. Create a parts department index for your employer to utilize while assisting a customer when purchasing parts without serial numbers.

6. Develop a used equipment check sheet and cost sheet inventory system to aid the sales department in establishing actual cost versus selling price and also including the machine service records.

7. Develop a system for waste disposal and proper handling of toxic chemicals. This might include an OSHA regulations survey done in house prior to someone from OSHA coming to visit and include some recommendations for improvements.

8. Develop a merchandising plan for show room.

9. Layout an in-house floor plan to utilize existing floor space more efficiently; could include any of the following areas:

a. time clock
b. reference library
c. welding area
d. diesel room
e. special tool room
f. fluid storage/disposal
g. battery storage/charging station
h. develop service records for vehicles
10. Perform a customer market survey.