

Tarleton State University
Department of Animal Science & Wildlife Management
Internship Program

Purpose:

An internship is an academic experience for credit hours toward a degree in a job jointly supervised by a participating employer and participating university.

Program Objectives:

1. Provide the student with an opportunity to apply classroom knowledge and skills to real-life situations.
2. Permit the student to gain firsthand experiences associated with daily work operations, production, supervisory, and/or management roles in an industry setting.
3. Orient the student with the business/industry environment, operations, and procedures.
4. Provides an experience to assist in transition from student to professional status.
5. Implement, develop, and/or refine skills in production, management, and personnel matters.
6. Develop and refine problem solving techniques.
7. Refine communications skills with subordinates, peers, and superiors.

Requirements for students to meet internship eligibility:

1. Senior classification or approval of supervising faculty.
2. Overall GPA of at least 2.3 or Department Head approval.
3. Visit internship employer and develop an outline of goals and expectations for the student.
4. Successful completion of writing proficiency.
5. Approval of internship by supervising faculty and determination of course credits to be earned prior to enrollment.

Student Responsibility:

1. Perform the duties as agreed upon by the internship coordinator and the employer/supervisor.
2. Abide by all the rules and regulations of the employer.
3. Keep a weekly log of all duties or work performed. This log will include duties, thoughts, impressions, contacts, conferences with the supervisor, and samples of paper work. This log will be reviewed by the internship coordinator at the end of the internship period.
4. Have the supervisor complete a midterm and final evaluation form.
5. Complete an internship report at the end of your internship experience. (This should be submitted within 2 weeks after completion of internship work.)
6. The student is responsible for personal development.

Employer Responsibilities:

1. Interview students applying for internship.
2. Outline a projected work assignment schedule, which will provide a variety of meaningful educational experiences.
3. Assign a Company/Organization supervisor who will provide guidance, direction, and constructive criticism for the student.
4. Provide a safe work place and advise the student of any intrinsic dangers associated with the placement.
5. Contact the internship coordinator if special problems develop.
6. Complete a midterm and final evaluation form of the student's performance.
7. Confer with the internship coordinator regarding the grade for the internship experience.
8. If possible, reimburse the student for any work-related travel or expenses incurred other than to and from work.
9. Assure that adequate time is available during normal working hours for the company/organization supervisor and student to conduct consultation, conferences, instruction, and feedback.
10. Assure adequate time is available during normal working hours for both the company/organization supervisor and the student to meet periodically with the internship coordinator or university supervisor when they visit for consultation and appraisal of progress.
11. Make arrangements with the student for compensation for work performed, if appropriate.

INTERNSHIP WEEKLY REPORT

Students Name: _____ Company: _____

Students Address: _____ Company Address: _____

Students Job: _____ Date: _____

Hours Worked:

Mon _____ Tues _____ Wed _____ Fri _____ Sat _____ Total _____

Duties performed this week:

Skills Learned and/or developed this week: (include work related personnel, management, and other skills in addition to shortcuts, gaining speed, learning new cuts, and techniques, ect.)

Supervisors Evaluation of Progress: (attitude, ability, hygiene, skills, ect.)

Other Remarks:

Supervisor: _____ Date: _____

Student: _____ Date: _____

Mid-Term Evaluation by Employer

Company: _____

Supervisor: _____

Student: _____

Would you please evaluate the Animal Science student on their internship work in your business? Please feel free to visit with any employees they worked with on the job and use their remarks also.

A. Remarks on work habits (list them, good or bad)

- | | | |
|--------------|------------------|------------|
| 1. Very good | 3. Average | 5. Failing |
| 2. Good | 4. Below Average | |

Comments:

B. How was their attendance?

- | | | |
|--------------|------------------|------------|
| 1. Very good | 3. Average | 5. Failing |
| 2. Good | 4. Below Average | |

Comments:

C. How was their attitude toward learning and contributing to your company?

- | | | |
|--------------|------------------|------------|
| 1. Very good | 3. Average | 5. Failing |
| 2. Good | 4. Below Average | |

Comments:

D. What are his/her strong points on the job? (please list in detail)

- | | | |
|--------------|------------------|------------|
| 1. Very good | 3. Average | 5. Failing |
| 2. Good | 4. Below Average | |

Comments:

E. How was their first and final impression as a potential employee?

- | | | |
|--------------|------------------|------------|
| 1. Very good | 3. Average | 5. Failing |
| 2. Good | 4. Below Average | |

Comments:

F. Can he/she follow instructions?

- | | | |
|--------------|------------------|------------|
| 1. Very good | 3. Average | 5. Failing |
| 2. Good | 4. Below Average | |

Comments:

G. Please rate their willingness to learn and adapt to new jobs.

- | | | |
|--------------|------------------|------------|
| 1. Very good | 3. Average | 5. Failing |
| 2. Good | 4. Below Average | |

Comments:

H. Any additional comments:

Thank you for your support of our internship program.

Please mail to: Ms. Carol Murphy, Administrative Assistant
Department of Animal Science & Wildlife Management
Box T-0070
Stephenville, TX 76402

Please return as soon as possible, and again, thank you for your cooperation.

Final Evaluation by Employer

Company: _____

Supervisor: _____

Student: _____

Would you please evaluate the Animal Science student on their internship work in your business? Please feel free to visit with any employees they worked with on the job and use their remarks also.

A. Remarks on work habits (list them, good or bad)

B. How was their attendance?

C. How was their attitude toward learning and contributing to your company?

D. What are his/her strong points on the job? (Please list in detail)

E. How was their first and final impression as a potential employee?

F. Can he/she follow instructions?

G. Please rate their willingness to learn and adapt to new jobs.

- | | | |
|--------------|------------|------------|
| 1. Very Good | 3. Average | 5. Failure |
| 2. Good | 4. Passing | |

H. Final grade overall (Circle one, please)

1. Very Good
2. Good
3. Average
4. Passing
5. Failure

I. How would you rate your overall experience with this intern?

J. What suggestions could you give to improve upon this experience?

K. What additional skills, if any, would have been beneficial for the intern to have possessed?

L. Would you be willing to sponsor an intern in the future?

Thank you for your support of our internship program.

Please mail to: Ms. Carol Murphy, Administrative Assistant
Department of Animal Science & Wildlife Management
Box T-0070
Stephenville, TX 76402

Please return as soon as possible, and again, thank you for your cooperation.

INTERNSHIP REPORT

All students taking an internship class turn in an in-depth report on their internship experience. This report should focus not only on what the student's duties were and how they were accomplished, but also on why these duties were performed in this manner. The educational value of an internship lies in the student's understanding of the business field that they have chosen.

The report should contain at least 5 sections. These sections should include:

General description. The student should include a brief history of the business, focusing on the concept, growth and development. The current status of the business should be detailed, especially as it relates to the student's area of interest. If possible, the student should discuss the goals and objectives of the business.

Specific operations. The student should present a detailed discussion of the specific components of the business that are related to the internship. These may include the marketing plan, nutrition program, breeding program, etc. Different operations are going to require differing components. The intern should focus on the operation or business that he/she served in.

Duties. The student should include a detailed summary of his/her duties while serving the internship. This section should include a discussion of what duties were performed, how they were performed, and why they were performed.

Evaluation. The student should provide an honest evaluation of the internship. Included should be discussions on the educational quality of the experience, as well as the practical aspects. A critique of the operation is also required.

Summary. The summary should include an overall look at the internship opportunity. The student should review the goals he/she had going into the internship and evaluate how well these goals were met. An indication of which courses helped prepare the student for this experience should be included, and a honest indication of suggested class changes is beneficial.

Diagrams, charts, layouts, etc., would also be beneficial to the report. Creation of an appendix would probably be very beneficial to the report.

Company: _____

Contact Person: _____ Telephone: _____

Intern's Name: _____

INTERNSHIP GOALS AND EXPECTATIONS

The Internship is an academic joint endeavor between the intern and the employer. The primary goal of this course is to provide the intern with the opportunity to expand upon his/her knowledge gained at Tarleton State University in a supervised, practical business environment. In order to accomplish this, the student and the employer must agree on certain goals and expectations. The intern and the supervisor must complete this form prior to approval of the Internship.

Goals and expectations of the intern:

1. _____

2. _____

3. _____

4. _____

5. _____

Goals and expectations of the employer:

1. _____

2. _____

3. _____

4. _____

5. _____

These goals and expectations have been mutually agreed upon between the intern, his/her expected supervisor, and the faculty supervisor. Both parties agree to diligently try and meet them. However, they both realize that situations may dictate changes in these goals and expectations.

The above items have been mutually agreed to on the _____ day of _____, 201 ____.

Intern

Supervisor

Faculty Supervisor