

# AGRICULTURE INTERNSHIP/PRACTICUM CONTRACT

**PURPOSE:** The intent of practicum and internship is to provide the student actual work experience in his/her chosen field of study, outside the traditional university setting. Students are eligible to receive credit at a variety of cooperator locations with prior approval from the Internship Coordinator in the department. Credit will not be granted for performing tasks at which the student is already experienced. If the student returns to a continuing employment situation or to a home or family business, it is understood that the intent of work-for-credit is that he or she will be learning or developing new skills, methods, and/or concepts.

## **ELIGIBILITY:**

- Student's academic background must be suitable to the anticipated field experience.
- For internships, students need to have a cumulative GPA of 2.00 or higher and have completed a minimum of 30 semester hours.
- It is preferred that students get no more than 4 credit hours in any single internship activity.

## **SPECIFIC REQUIREMENTS:**

1. Students will meet with the Internship Coordinator prior to beginning the internship to develop and write learning objectives and discuss details of the internship. These learning objectives should be shared with your Cooperating Supervisor.
2. Forty-five hours of work will be required for each hour of credit. This number correlates to the number of in-class hours, plus preparation time, comparable to a regular on campus class.
3. Students will be assigned or will identify a supervisor at the work location who will sign this contract form. The supervisor will make all work assignments as well as establish rules of conduct. The supervisor agrees to evaluate the student at the end of the term. It will be the student's responsibility to pick up an evaluation form from the Internship Coordinator and give to the cooperating supervisor. The Cooperating Supervisor should return it to the Internship Coordinator in a sealed envelope.
4. Students are required to keep a journal of all activities, which will include the date, hours and tasks performed. The journal will be presented to the Internship Coordinator at the conclusion of the internship. Journal entries are not required to be lengthy. The journal should emphasize the integration of the student's academic and field experiences.
5. Meetings with the supervisor and/or student may be deemed necessary to assess progress or address problems. It is the responsibility of the student and/or the supervisor to report any concerns to the Internship Coordinator.
6. Students are to respect the rights to privacy and confidentiality of the supervisor and their business.
7. By signing this form, it is agreed the student and/or employer will hold the University harmless for any liability that may arise as a result of the student's participation in the program.
8. The following needs to be turned in before a grade will be issued; 1) this form, 2) the journal, 3) the evaluation. These should be in before the last week of the semester. Letter grades will be given for practicum. Internships will be pass/fail.
9. An exit interview with the Internship Coordinator will also be required. It will be used to discuss the learning objectives, the employer concerns, the value of the experience, etc.

Brief description of internship/practicum:

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I will accomplish the following objectives:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

E. \_\_\_\_\_

**STUDENT TO COMPLETE:**

Semester/Year \_\_\_\_\_ Credits \_\_\_\_\_ Practicum / Internship

(Circle one)

Course number: \_\_\_\_\_ Minimum number of hours to be worked (Hourly ratio 3:1) \_\_\_\_\_

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
T-Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Email

**COOPERATING SUPERVISOR TO COMPLETE:**

\_\_\_\_\_  
Cooperating Supervisor signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Name and address of business or operation

\_\_\_\_\_  
Phone number

**INTERNSHIP COORDINATOR TO COMPLETE:**

\_\_\_\_\_  
Internship Coordinator signature

\_\_\_\_\_  
Date

Date grade issued and recorded: \_\_\_\_\_