

# **Internship Manual**

## **Agricultural Leadership, Development and Communications**

**Revised Summer 2020**



**Department of  
Agricultural & Extension  
Education & Evaluation**

## Table of Contents

Contact Information .....	3
Professionalism .....	5
Making the most of your internship.....	5
Required Assignments .....	7
Frequently asked Questions.....	10
Appendix A: Internship Contract and Agreement .....	12
Appendix B: Internship Evaluation Forms.....	15

## Contact Information

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## **INTRODUCTION**

Congratulations! Your internship is an important first step toward a successful career!

Internships are one of the most valuable learning experiences you can have during your collegiate career. During your internship, you will gain real-world experience in the field of your interest. In this manual you will find all the necessary forms and details that must be reviewed and completed prior, during and after your internship.

Please review this content carefully. Within the agricultural discipline, there are many diverse internship opportunities. However, each AEEE student enrolled in internship credit hours is expected to complete the same course requirements.

## **INTERNSHIP MANUAL**

- Your internship must be a legitimate communications internship. If you are not sure what constitutes a legitimate internship, please visit with your academic adviser.
- Your internship cannot be with a member of your family.
- You must enroll in AEEE 3010 to receive internship credit unless you will be splitting hours across semesters.
- You must complete the contract and write your initial reflection prior to starting your internship.
  - Failure to turn in these documents on time will result in being dropped from internship hours.
- Semester credit hour enrollment shall be commensurate with length and time of the internship. The student should negotiate this with his or her academic adviser.
- If problems or disagreements arise during the internship, contact your faculty adviser as soon as possible so that a resolution can be achieved.
- Your supervisor must complete an internship evaluation
  - This evaluation will consist of the rubric in this handbook. When your internship is complete, your supervisor will send your rubric to your academic advisor. You will not receive credit until your supervisor completes the survey!

## **REQUIRED HOURS FOR INTERNSHIP CREDIT**

- 3 credits: Should be taken as a 4820 (3cr). Requires a minimum of 4 weeks in the placement setting and requires 120 – 140 hours.
- 6 credits: Should be taken as AEEE 3010 (6 cr). Requires a minimum of 8 weeks in the placement setting and requires 180 – 240 hours.
- 9 credits: Should be taken as a combination of AEEE 3010 (6cr) and AEEE 4820 (3cr). Requires a minimum of 12 weeks in the placement setting and requires 270 – 480 hours.

## **SPLITTING CREDIT HOURS**

In some instances, it might be necessary for a student to split their internship hours over two semesters. If this is the case, you should sign up for AEEE 4820 (3cr) for each semester that you plan to split those hours. For your first three hours, you will submit all beginning internship materials including your Internship Contract, Agreement, Résumé and your Initial Internship Expectation Narrative to your advisor as well as a list of hours completed.

During the semester in which you complete your hours, you will submit all remaining internship materials including your Internship Reflection Narrative, Professional Portfolio, Thank You Note to Supervisor, and your Supervisor Evaluation as well as the full list of hours completed over both semesters.

## **PROFESSIONALISM**

You are representing the Department of Agricultural and Extension Education and Evaluation, the College of Agricultural, Louisiana State University, and most importantly, yourself during your internship. Please represent all of these entities with the utmost pride and professionalism.

Your time at your internship will be spent applying and developing skills and abilities relative to your degree and career plans. This is YOUR internship and your chance to shine for a potential employer. You will be on time for work, dress appropriately, and contact both the employer and your faculty adviser when problems arise.

Before you begin and during your internship, please adhere to this professionalism checklist

- Google yourself – Many employers will do their homework on you.
- Check your social media accounts for any comments or pictures that could harm your reputation.
- Order a free credit report from Equifax, Experian, or TransUnion.
- Make sure your outgoing message on your voice mail sounds professional.
- Use your LSU email for professional correspondence.
- Be aware many employers will require a drug test.
- Be aware internet information is cached and can be found after you have removed it.

## **MAKING THE MOST OF YOUR INTERNSHIP**

### ***Your First Week***

Your organization may offer a formal orientation or may show you around and make introductions. If not, use your first week to get to know more about the company.

Although some organization may not offer an orientation, you should observe the following:

- How do people dress?
- Are they formal or informal when they approach each other?
- How do people communicate? (email, phone, in person)
- What are their work habits?
- Does your supervisor work through lunch and then stay late?

During your first week, expect to be introduced to the top officials, meet other interns, learn about the history and mission of the organization, and review organizational policies, such as absenteeism, use of property, sexual harassment, safety practices, dress codes, and specific policies. It is highly recommended you read about the organization in advance to find out about the history and the mission. Ask to attend meetings with departments and have a tour. Arrange to meet key people in the organization. Take advantage of workshops or seminars.

*Remember, it is your responsibility to get the most out of this experience.*

### ***Tips for a Successful Internship***

- Listen more than talk.
- Show respect for all people.
- Show an interest in and commitment to attending organized sessions for interns.
- Come prepared for work.
- Dress in appropriate professional clothing.
- Show support for colleagues by attending social functions.
- Treat your co-workers as you would like to be treated.
- Help out willingly when asked.
- Establish credibility by performing your job competently.
- Ask good questions; avoid asking questions about skills that you are expected to know.

### ***Avoid Certain Behaviors***

- Criticizing people, policies or procedures.
- Working on homework or other school tasks or spending excessive time on your phone.
- Spending too much time socializing so that you are unable to perform assigned tasks.
- Acting like you know all about the work, but failing to demonstrate competence in your area.
- Criticizing your supervisor or going behind his/her back to get something.

### ***The Basic Work Requirements***

- Report when scheduled.
- Notify your supervisor if you cannot be at work.
- Keep your supervisor informed about what you are working on.
- Take appropriate safety precautions if working around people and equipment.
- If problems arise . . . You are encouraged to talk directly with the person with whom you have the problem first. If the problem is with a coworker that cannot be resolved, then talk with your site supervisor. You are encouraged to address the issues, come up with solutions and reach an agreeable solution. If this cannot happen, then approach your faculty supervisor for advice. Always maintain good communication, respect for others and an understanding of the expectations.

## REQUIRED ASSIGNMENTS & EVALUATIONS

While you are enrolled in internship credit hours, you are required to complete a set of assignments and evaluations. These assignments and evaluations will be used to assess your performance in your internship. (Please pay attention to formatting guidelines for each assignment. Failure to follow formatting guidelines will result in point deductions.

**A total of 500 points are possible within the internship course.**

You will receive a final grade for the enrolled internship credit hours based on the following assignments and evaluations:

### **1. Internship Contract, Agreement, and Résumé – (75 points)**

All students completing internships for credit hours must first complete the internship contract and agreement form (Appendix A) before the start of your internship. The completion of this contract means your academic adviser deems the specified duties and responsibilities make your work experience a valid internship worthy of credit hours. Finally, you must also submit the most recent version of your résumé to be reviewed by your academic advisor.

- A hard copy containing the signatures from you and your academic adviser must be on file.

### **2. Initial Internship Expectation Narrative – (75 points)**

You are expected to write a short narrative (1-2 pages, double-spaced) that details your expectations for your internship. This narrative should be submitted to your academic advisor no later than the end of your second week at your internship. *In your final portfolio, be sure to include this document.* Your narrative should answer the following questions:

- In your narrative, answer the following questions:
- What are your expectations for this experience?
- What do you hope to accomplish in this internship?
- What are your specific goals?
- What were your initial reactions to your first few days?
- What are you looking forward to?
- Is there anything you are disappointed about?
- What is going to be your biggest challenge in your internship?
- How does this internship relate to your long-term educational or career goals?
- How are you planning to overcome it?

*Narrative Formatting Guidelines:*

- One to two pages - (Must be at least one full page to receive full credit).
- Place your name and the assignment in the header of the document, right aligned. (Example: Jane Doe, Internship Expectation Reflection) – Do NOT include a title or information other than your narrative in the body of the document.
- One-inch margins, Double-spaced using Times New Roman, 12-point font

### **3. Internship Reflection Narrative – (100 points)**

You are expected to write a two-page narrative that details your experiences at your internship. *When you turn in your portfolio at the conclusion of your internship, be sure to include this document in your portfolio.* Your narrative should answer the following questions:

- Were your expectations for this experience realistic?
- Did you accomplish your goals during your internship experience? Why or why not?
- What did you learn about yourself through this experience?
- How did you grow and change professionally?
- What specific skills did you develop and/or enhance?
- What was the most rewarding aspect of this internship?
- What was the most challenging aspect of this internship?
- What changes would you make (in your own behavior, attitude, performance, available opportunities, etc) if you had the chance to do this internship over again?
- What recommendations would you give to other students doing an internship at this location?

#### *Narrative Formatting Guideline*

Two pages - (Must be two full pages to receive full credit).

- Place your name and the assignment in the header of the document, right aligned. (Example: Jane Doe, Final Internship Reflection) – Do NOT include a title or information other than your narrative in the body of the document.
- One-inch margins
- Double-spaced
- Times New Roman, 12-point font

### **4. Professional Portfolio – (100 points)**

During a student's internship, they should collect and archive examples of their work to include a professional portfolio. This portfolio must be given to the internship instructor at the end of the internship experience. The portfolio should be turned in at least two weeks before the end of the semester in which you are enrolled in AEEE 3010. These work samples in the portfolio should represent the student's best work and overall experience during the internship.

ALL students must turn in a portfolio. No exceptions.

#### *Portfolio Requirements*

- The portfolio must be put together in a three-ring binder or as a single pdf.
- Content should include examples of the student's writing, design, photography, web design, social media management, or other tangible examples that demonstrate what the student learned during the internship.
  - *This can include, but is not limited to, writing samples, published articles in your organization's newsletter or magazine, photography, print materials developed by the intern, letters, presentations, advertisements, etc.*

- If your internship was video-based, bring a DVD, CD or flash drive of your work.
- Your portfolio must also include: 1) a copy of your internship contract, 2) initial expectations narrative, and 3) internship reflection narrative.

**5. Thank You Note to Supervisor – (50 points)**

You are expected to write a thank you note to your internship supervisor at the conclusion of your internship. You must provide your adviser with this thank you note and a self-addressed, stamped envelope. Your internship adviser will then mail your thank you letter to your internship supervisor.

**6. Supervisor Evaluation – (100 points)**

Near the conclusion of your internship, you should give your internship supervisor a copy of the evaluation included in the internship handbook. In this evaluation, your supervisor will rate your performance as an intern. The internship instructor will be the only individual who sees the results of this evaluation. The student being evaluated should not be involved in this evaluation process. Filling out your own evaluation is considered plagiarism and can result in failure from this course and possible consequences at the university level.

**7. Documentation of hours – Required for credit**

You should submit documentation of the total hours worked during your internship. This could include a timesheet that is signed by your supervisor, or a statement from your supervisor indicating the total number of hours that you worked. If hours are split over multiple semesters, then you should submit an initial documentation of hours at the end of the first semester and then document all of your hours when you complete your final internship hours.

## **ASSIGNMENT GRADING**

The assignments required in this course, AEEE 3010, will be graded just like any other course you are enrolled in during the semester. The assignments must be completed and turned in to your academic advisor.

You will receive a specific number of points for each assignment as noted above. The number of points you earn for each assignment will be based on:

- The quality of work you turn in for the assignment.
  - *Narratives and assignments should be absent of grammar, spelling and punctuation errors.*
- Student's ability to follow each assignment's formatting guidelines and requirements.
- The timeliness in submitting each assignment based on your internship.

*Professional portfolios will be graded on:*

- Overall quality
  - Portfolio materials are presented in a notebook or as a single pdf document.
  - Materials are organized. (Tabs may be used to organize content).
  - Portfolio displays the student's effort in assembling their materials.

- Completeness
  - Portfolio is a comprehensive example of the student’s work during their internship.
  - Portfolio contains all the required materials as specified by the assignment.

## FREQUENTLY ASKED QUESTIONS

- **I completed my internship last semester, but I am enrolled in internship credit hours this semester. How do I complete the assignments?**

This scenario is very common among our students. When you begin an internship, you should receive the internship manual containing all the information and requirements associated with the internship process. It is advised that you go ahead and complete the assignments listed in the manual as you complete your internship. When you enroll in internship credit hours. You can then upload or hand in those assignments to your academic advisor. If you did not complete the assignments while you were doing your internship, complete them once you enroll in the course.

- **I am going to continue working at my internship after this semester. When should I turn in my portfolio and get my supervisor to complete my evaluation?**

Many students continue to work at the business/organization where they were completing their internship. This is a good thing! Students should complete their portfolio and submit their evaluation to their supervisor two weeks prior to the end of the semester when they are enrolled in internship credit hours. If hours are split over multiple semesters beginning assignments and hours should be turned in at the end of the first semester with remaining assignments and final documentation of all hours being submitted at the end of the internship experience (see splitting credit hours on page 5).

- **My internship does not allow me to keep or save my work items. What should I include in my portfolio?**

Some students work in places where the supervisors are not comfortable with the student keeping or saving items from their work. It is advised you discuss with your supervisor at the beginning of your internship about what items you can keep for your portfolio. ALL students must turn in a portfolio. No exceptions.

- **I did not produce many tangible items during my internship. What do I include in my portfolio?**

If your internship required you to complete tasks such as plan events, work at trade shows, etc., you may have fewer tangible items to include in your portfolio. Therefore, you should take photographs of the events and provide some sort of documentation of your work. You may also write a brief narrative to explain individual work responsibilities or events you participated in during your internship if you are unable to provide any other tangible examples of your work.

- **Does everyone enrolled in internship credit hours get an “A”?**

No. Your grade will depend on your level of performance both in your internship and on the required assignments associated with the AEEE 3010 course.

- **How do I determine how many credit hours I will receive for my internship?**

The number of credit hours you will enroll in for your internship are determined by your academic adviser. Several factors are used to determine the number of hours, including length of internship, number of hours you will work each week in the internship, location (will you have to move for a semester?), etc. Please see page 4 for details regarding credit hours. Contact your adviser for further information.

- **What do I do if I want to complete multiple internships?**

It is not uncommon for students to want to have two different internship experiences. Typically, this is done by completing 3 credit hours at one location and three hours at another location. If you decide to split your hours it does slightly change the expectations for your completed work. You will submit the beginning internship files (Internship Contract, Agreement, Résumé and your Initial Internship Expectation Narrative) for both experiences and then when you complete your credit hours you will submit your Internship Reflection Narrative for both experiences, Thank You Notes to both Supervisors, and Supervisor Evaluations from both supervisors as well as the full list of hours from both experiences.

The easiest way to accomplish this is to start one placement and then complete all materials for internship one, then when you begin your next internship, complete all materials for internship two. **Only one final portfolio is needed and you will complete that at the end of both internships. The portfolio should include materials from both internships.**

Still have a question? Contact your academic advisor.

Do not wait until the end of your internship or the end of your semester to ask questions as this can potentially have an adverse effect on your grade for AEEE 3010.

## APPENDIX A

### Internship Contract & Agreement

(3 pages)

Before completing your internship, you must complete this contract. There are three parts: the checklist, the agreement, and your signatures.

#### Internship Checklist

As part of your internship contract, you must complete this checklist. It signifies that you have read and understood the information provided in the internship manual. Please initial in the space provided to signify that you have read the internship manual.

##### Before your Internship

- \_\_\_\_\_ I have read the internship handbook.
- \_\_\_\_\_ I understand this must be a legitimate communications internship approved by my academic adviser.
- \_\_\_\_\_ I have discussed credit hours with my adviser.
- \_\_\_\_\_ I have read and understood the professionalism section and will act in a professional manner.
- \_\_\_\_\_ I have enrolled in AEEE 3010 or are planning to in \_\_\_\_\_.
- \_\_\_\_\_ I have provided a signed internship contract to the internship instructor.
- \_\_\_\_\_ I have completed my internship expectation reaction.
- \_\_\_\_\_ Turn in a copy of my signed internship contract to my advisor.

##### During your Internship

- \_\_\_\_\_ I will report to my internship when I am scheduled.
- \_\_\_\_\_ I will arrive at work on time, exhibit a positive attitude, and show a willingness to learn throughout my internship.
- \_\_\_\_\_ I will dress appropriately for the job.
- \_\_\_\_\_ I will contact my academic adviser if any problems arise during my internship.
- \_\_\_\_\_ I will save examples of my work for my professional portfolio.

##### At End of Your Internship

- \_\_\_\_\_ I will make sure my internship supervisor completes the online survey evaluation.
- \_\_\_\_\_ I will create a final presentation.
- \_\_\_\_\_ I will write a thank you letter to my internship supervisor.
- \_\_\_\_\_ I will place my thank you note to my supervisor in an addressed and stamped envelope that will be turned in during my presentation.
- \_\_\_\_\_ I will provide a professional portfolio during my presentation.

## **Internship Agreement**

As part of your internship contract, you must complete this agreement form. It provides the necessary information for faculty within the AEEE Department to stay in contact with your internship supervisor. Please provide information for the following questions and statements:

### **General Information**

Your Name: \_\_\_\_\_

Academic Adviser: \_\_\_\_\_

Internship Title & Location: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Note: Internship Supervisor should be the person overseeing your work and the most likely person to evaluate you at the end of the internship.

Internship Address: \_\_\_\_\_

Internship Supervisor Email: \_\_\_\_\_

Internship Supervisor Telephone: \_\_\_\_\_

### **Internship Logistics**

Internship Start Date: \_\_\_\_\_

Internship End Date: \_\_\_\_\_

Is the internship paid? Amount? \_\_\_\_\_

Estimated hours per week: \_\_\_\_\_

Hours of semester credit (as agreed upon by your academic adviser): \_\_\_\_\_

### **Internship Duties and Requirements**

In the space provided, please describe the duties and requirements of the proposed internship. Discuss any major projects or daily tasks that are expected:

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## Internship Contract

This internship agreement has been made between \_\_\_\_\_ (adviser)  
and \_\_\_\_\_ (student name) on \_\_\_\_\_ (date).

By providing my signature at the bottom of the page, I agree to abide by the guidelines of the internship manual throughout my internship.

\_\_\_\_\_  
(Printed Adviser Name)

\_\_\_\_\_  
(Printed Student Name)

\_\_\_\_\_  
(Signed Adviser Name)

\_\_\_\_\_  
(Signed Student Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

## APPENDIX B

### Internship Evaluation Form

Return to: **Department of Agricultural and Extension Education and Evaluation**

135 J.C. Miller Hall, Louisiana State University, Baton Rouge, LA 70803, (225) 578-6128 or by email to: Lisa Arcemont ([larcem1@lsu.edu](mailto:larcem1@lsu.edu)), Joey Blackburn ([jjblackburn@lsu.edu](mailto:jjblackburn@lsu.edu)), Richie Roberts ([roberts3@lsu.edu](mailto:roberts3@lsu.edu)) or Kristin Stair ([kstair@lsu.edu](mailto:kstair@lsu.edu))

Student's Name \_\_\_\_\_

Supervisors Name \_\_\_\_\_

Using the rating scale below, please circle the number which best rates the intern.

1 = Outstanding 2 = Good 3 = Average 4 = Poor 5 = Inadequate

Responsibility: punctual, prepared, reliable	1	2	3	4	5
Leadership: takes initiative, earns respect	1	2	3	4	5
Positive energy and attitude	1	2	3	4	5
Rapport with others	1	2	3	4	5
Knowledge of subject area	1	2	3	4	5
Quantity of work output	1	2	3	4	5
Quality of work output	1	2	3	4	5
Artistic insight	1	2	3	4	5
Meeting expectation/ accomplishing agreed-upon goals	1	2	3	4	5

How many hours did this student complete in total as part of their internship? \_\_\_\_\_

Continues on next page

Please us the back of this form if needed to answer the following:

What are the intern's greatest work strengths? \_\_\_\_\_

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What are some areas in which the intern needs to improve? \_\_\_\_\_

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Any other relevant observations or suggestions?: \_\_\_\_\_

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Overall, what on a scale of 1 - 100, what grade would you give this intern? \_\_\_\_\_

Supervisor's signature and date \_\_\_\_\_

## NOTES