




Department of Agricultural Education Internship Packet

Item	Due Date	 Completed
Internship Guide		
Internship Agreement	Enrollment	
Intern Evaluation Form (Mid-Session)	Half-way through internship	
Intern Evaluation Form (Final)	End of internship	
Desired Intern Outcomes	End of internship	
Journals (via email or submitted to the D2L dropbox)	Every two weeks	
Final Portfolio	Due date is determined by advisor.	
Other Forms		
Internship Portfolio Rubric Internship Evaluation Form		



COLLEGE OF AGRICULTURE AND LIFE SCIENCES

AGRICULTURAL EDUCATION

Department of Agricultural Education Internship Guide (1-6 Units)

Internship Agreement Form: A standard contractual agreement form will be supplied by the advisor and must be completed and approved by the intern, the intern's academic advisor, and the cooperating employer prior to the actual enrollment of the intern for academic credit. This contract will specify: the beginning and termination dates of the intern experience, salary, academic credits to be earned, the date the report and other components are due (if applicable), and the indemnity of the University of Arizona and its participating employees. This form must be completed and assigned by all participating individuals or academic credit may be withheld from the participating intern.

Registration for Academic Credit: The intern's academic advisor will determine the amount of credit to be awarded for the internship experience within the guidelines of the College of Agriculture Curriculum Committee. The University and Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded (please see <http://www.registrar.arizona.edu/sites/default/files/Internship%20Policies-Guidelines%205-09.pdf> for more details).

Registration can be accomplished by pre-registering for the intern experience if the Internship Agreement Form is in the process of completion. The registration fee will be based on the Summer Session Fee Schedule or Fall/Spring Fee Schedule as published by the University of Arizona. In order to be in an "internship" the student must be registered for academic credit under an assigned internship number at the University of Arizona. (Student: See your academic advisor for proper course and section number information.)

NOTE: If you intern during the Summer/Winter sessions, but would like earn the credit during the Fall/Spring semester, you must:

- 🐾 Gain academic advisor approval first.
- 🐾 Turn in your journals and portfolio (please see Internship Portfolio for details) by the end of the Fall semester for Summer work or by the end of the Spring semester for Winter work.
- 🐾 Have Internship Supervisor submit Mid and Final Evaluations, and Desired Intern Outcomes by the end of the Fall semester.

Financial Aid: If you are receiving any form of loan, grant, or other financial aid through the University of Arizona, a semester away from the University could jeopardize your status. Check with the Office of Scholarships and Financial Aids before you register for internship.

Intern Visitations: Faculty or administrative representatives of the College, when possible, will arrange visitations to discuss the progress of the internship experience with the intern student and cooperating employer. Should any unusual situation develop during an intern experience that prevents the interns from completing his/her intern program according to the Internship Agreement Form, the intern must contact his/her academic advisor immediately.

Internship Portfolio: All intern students participating in the program for academic credit will be required to submit:

- 🐾 A journal every two weeks that details your work during that period and achieved learning goals, which should be emailed to your academic advisor or submitted to the D2L dropbox.
- 🐾 A final portfolio.

A final portfolio (due at the end of the semester) is a culmination of the internship experience. The portfolio reflects what you have learned, skills used during the internship experience, new concepts/theories/techniques discovered, and







whether the desired outcomes were accomplished. The portfolio could include: pictures, PowerPoint presentation, brochures, reports, physical products, etc. (Please see rubric for details.)

Seventy-five percent of your grade depends on the journals and portfolio.

Evaluation: The intern employer shall fill out and turn in to the academic advisor the Intern Evaluation Forms (Mid-Session and Final) and the Desired Intern Outcomes Form.

Grading of Report/Internship Grade: The internship journals and projects will be graded by the student's academic advisor. The portfolio will be graded on the basis of organization, presentation, content, and analytical thinking. The final grade will be determined by the portfolio and journal grade (75 percent) and the intern employer's evaluation (25 percent). An intern may receive an (S) superior, (P) pass, or (F) fail grade. (If the intern is instead enrolled in a graded course for the internship experience, then he or she shall follow the graded guidelines set by the advisor). Since intern projects are usually due the semester following the experience, a grade of I (incomplete) is awarded at the close of the semester or term of actual enrollment. **A grade of I becomes a grade of E at the end of one year unless the course requirements are met and a change of grade is issued.**

Internship Guidelines: A ED 493, 593, or 693 are designed to give the College of Agriculture and Life Sciences junior, senior, and graduate students an opportunity to gain "hands-on" experience in the area of their academic major, 1-6 units. For those interested in a graded class, A ED 497q/597q is available upon approval from the advisor, 1-3 units.

-  Have completed 58 college credit hours prior to the first day on the job
-  Have an overall GPA of 2.5 or higher at The University of Arizona
-  Have satisfied the University writing proficiency requirement
-  Have been enrolled at The University of Arizona the previous semester for a minimum of 6 credit hours
-  Have not previously worked for the internship cooperator
-  May not use immediate family or close relatives as a cooperator

The Internship Agreement specifically states the number of units to be enrolled for (up to 6 or up to 3 for the graded course), the starting and termination dates of the experience, and the date the internship report is due. Grades are: S, P, E, and I. (If the intern is instead enrolled in a graded course for the internship experience, then he or she shall follow the graded guidelines set by the advisor). The student's transcript carries an incomplete for this course until the report is in and graded. **(After a year, an incomplete is automatically changed to a failing grade.)**

Internship Joint Agreement Form: The Department of Agricultural Education

The Department of Agricultural Education (hereafter designated as "the Department") and the Intern Advisor in finalizing this arrangement shall make no distinctions or discriminate against any employee or applicant for employment or registration in its courses of study or research on the basis of either sex, race, color, creed, national origin, age or handicap.

In consideration of the opportunity to participate in this internship program and other good and valuable consideration, the undersigned program participant and Cooperator (employer) do for themselves, their heirs, administrators and assigns, hereby release, discharge, and indemnify The University of Arizona, the College of Agriculture and Life Sciences, the Department, its representatives, appointed boards, commissions, directors, administrators, officers, employees, students, agents and subagents, from any and all liabilities, losses, damages, claims, fines, suits or actions of any kind and nature, resulting from or arising out of any actions, omissions, or negligence of the program participant or Cooperator (employer) occurring in the performance of this agreement. Furthermore, the employer will provide the student intern participant with safety procedures and information as is customarily provided for regular employees of the Cooperator's firm(s).

The Department agrees to authorize the awarding of course credit hours at the time of satisfactory completion of this internship agreement and specified course requirements. Registration must be completed following University procedures, and payment of fees, prior to or at the time the internship begins.

The student agrees to submit journals (via email or placed in the D2L dropbox) every two weeks and a comprehensive portfolio, as represented in the Internship Guide, in fulfillment of the requirements for academic credit. The project is due in the Department of Agricultural Education Internship Advisor's Office, Saguaro Hall #205, no later than _____.

The journal and portfolio will be 75 percent of the final grade. Evaluation of the intern's performance by the Cooperator will represent the remaining 25 percent of the grade. An academic grade (S, P, E, or I) will be jointly determined by the Advisor and Coordinator. (If the intern is instead enrolled in a graded course for the internship experience, then he or she shall follow the graded guidelines set by the advisor). The grade of "I" will be carried on the student's record **until** the report is graded. An "I" grade will automatically change to a grade of "E" after one year.



CALS
Agricultural
Education

Internship Agreement

Department of Agricultural Education, University of Arizona

Student Intern Information

Student Intern: _____
Current Address: _____
Current Phone: _____ E-mail: _____
Internship Address: _____
Internship Phone: _____ E-mail: _____

Internship Site Information

Internship Business, etc. _____
Supervisor ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Dr. _____
Address: _____
Phone: _____ E-mail: _____
Internship Starting Date: _____
Internship Ending Date: _____
Number of Units: _____
Date Report is Due: _____

Description: Field-based learning experience that combines study, observation, and employment with an agricultural business, organization, or government agency in the area of education, training, and development. The purpose of the internship is to provide an opportunity for students to apply educational, leadership, and communication concepts and theories in a practical context. The student intern, internship supervisor, and university coordinator develop an individual internship plan.

General Provisions: The purpose of the internship experience is to provide the student with the opportunity to develop knowledge and skills deemed desirable for a career in an agricultural business, organization, or government agency. During the internship experience, the student is expected to become a productive employee of the agricultural business, organization, or government agency. This internship will partially fulfill the requirements of the Bachelor of Science degree in Agricultural Education from the University of Arizona. Participation in an internship does not allow the student intern to file for unemployment compensation at the termination of the internship. In addition, participation in an internship commits neither party to the other upon completion of the internship.

The Intern shall:

- 1) Dress appropriately for the internship setting and abide by the policies and regulations of the agricultural business, organization, or government agency.
- 2) Act professional; be punctual, dependable, loyal, courteous, and considerate of the employer and other employees.
- 3) Learn the skills and competencies connected with the activities of the agricultural business, organization, or government agency.
- 4) Realize that dishonesty or failure to abide by the policies and regulations of the agricultural business, organization, or government agency on the part of the intern will result in immediate removal from the internship program.
- 5) Submit to the University Internship Coordinator:
 - a) Internship Journals (Report of Activities)
 - b) Portfolio documenting the accomplishments, knowledge, and skills developed during the internship.

The Internship Supervisor agrees to:

- 1) Supervise the intern and accept the responsibility of providing an educational experience for the intern.
- 2) Provide an opportunity for the intern to apply a variety of verbal, written, and interpersonal communication techniques through a diverse set of experiences.
- 3) Assist the intern in developing a desired intern outcome plan at the start of the internship.
- 4) Inform the intern of his/her progress through timely evaluations.
- 5) Expect the intern to serve as a productive employee.
- 6) Abide by all Federal, state and local laws and regulations regarding employment and worker's compensation.
- 7) Complete and submit to the University Internship Coordinator:
 - (a) Mid-session Evaluation
 - (b) Final Evaluation
 - (c) Desired Intern Outcomes Evaluation
- 8) Reserve the right to discharge the intern for just cause from the internship site.

The University Internship Coordinator shall:

- 1) Visit the internship site to coordinate learning experiences, supervision, and performance evaluation (dependent upon location and distance from Tucson, AZ).
- 2) Handle issues, concerns, and complaints through the cooperation of all parties concerned.
- 3) Review, grade, and offer comments regarding internship journals, mid-session and final evaluations, desired intern outcomes evaluation, and portfolio.
- 4) Remove the student intern from the internship for dishonesty or failure to abide by the policies and regulations of the agricultural business, organization, or government agency. If the intern is removed from the internship experience, a failing grade will be assigned.
- 5) Be available, upon request, to assist the agricultural business, organization or government agency in obtaining information in locating full-time personnel.

Intern: _____ date: _____
(signature)

Internship Supervisor: _____ date: _____
(signature)

University Coordinator: _____ date: _____
(signature)



COLLEGE OF AGRICULTURE AND LIFE SCIENCES

AGRICULTURAL EDUCATION

Intern Evaluation Form

☐ Mid-Session ☐ Final

Intern

Business, Organization, Agency

The purpose of this evaluation is to assist in determining the intern's grade for the internship. Please evaluate the intern on the following qualities in relation to the performance of your regular employees who perform the similar functions as the intern. Written comments may be provided on the back of this form to better explain any ratings.

- 1) The intern is punctual and regular in attendance? ☐ Yes ☐ No
2) The intern continues to make progress? ☐ Yes ☐ No

Check one in each category

- 3) Quantity of work:
☐ Has unusually high efficiency
☐ Usually does more than expected
☐ Turns out required amount
☐ Turns out below required amount
- 4) Quality of work:
☐ Consistently does excellent work
☐ Usually does good work
☐ Usually does passable work
☐ Does inferior work
- 5) Initiative:
☐ Looks for work to do
☐ Needs little supervision
☐ Needs normal supervision
☐ Needs much supervision
- 6) Attitude toward work:
☐ Is enthusiastic and aggressive
☐ Has above average interest
☐ Has normal interest level
☐ Is indifferent
- 7) Management potential:
☐ Demonstrates definite promise
☐ Demonstrates some promise
☐ Demonstrates little promise
- 8) Dependability:
☐ Does what you want when you want it
☐ Needs little follow up
☐ Needs occasional follow up
☐ Requires frequent follow up
- 9) Adaptability:
☐ Quickly meets changed conditions
☐ Adjusts to new conditions given time
☐ Is a routine worker
☐ Is unable to adjust to change
- 10) Ability to follow directions and to accept criticism and guidance:
☐ Solicits advice and guidance
☐ Appreciates advice and guidance
☐ Follows directions and accepts guidance
☐ Resents directions and guidance
- 11) Judgment and common sense:
☐ Has exceptional judgment
☐ Has above-average judgment
☐ Usually thinks clearly
☐ Is unsound and illogical
- 12) Attitude toward other employees:
☐ Is outstanding in cooperation and teamwork
☐ Promotes cooperation
☐ Cooperates
☐ Is antagonistic
- 13) If a position was available in your organization, would you consider hiring this intern as a permanent employee?
☐ Yes ☐ No
- 14) General rating of the student intern:
☐ Excellent ☐ Needs improvement
☐ Superior ☐ Unsatisfactory
☐ Average

Internship Supervisor

Date

Please return to: Department of Agricultural Education, 205 Saguaro Hall, Tucson, AZ 85721



**COLLEGE OF AGRICULTURE
AND LIFE SCIENCES**
AGRICULTURAL EDUCATION

Intern Evaluation Form

☐ Mid-Session ☐ Final

Intern

Business, Organization, Agency

The purpose of this evaluation is to assist in determining the intern's grade for the internship. Please evaluate the intern on the following qualities in relation to the performance of your regular employees who perform the similar functions as the intern. Written comments may be provided on the back of this form to better explain any ratings.

- 1) The intern is punctual and regular in attendance? ☐ Yes ☐ No
2) The intern continues to make progress? ☐ Yes ☐ No

Check one in each category

- 3) Quantity of work:
☐ Has unusually high efficiency
☐ Usually does more than expected
☐ Turns out required amount
☐ Turns out below required amount
- 4) Quality of work:
☐ Consistently does excellent work
☐ Usually does good work
☐ Usually does passable work
☐ Does inferior work
- 5) Initiative:
☐ Looks for work to do
☐ Needs little supervision
☐ Needs normal supervision
☐ Needs much supervision
- 6) Attitude toward work:
☐ Is enthusiastic and aggressive
☐ Has above average interest
☐ Has normal interest level
☐ Is indifferent
- 7) Management potential:
☐ Demonstrates definite promise
☐ Demonstrates some promise
☐ Demonstrates little promise
- 8) Dependability:
☐ Does what you want when you want it
☐ Needs little follow up
☐ Needs occasional follow up
☐ Requires frequent follow up
- 9) Adaptability:
☐ Quickly meets changed conditions
☐ Adjusts to new conditions given time
☐ Is a routine worker
☐ Is unable to adjust to change
- 10) Ability to follow directions and to accept criticism and guidance:
☐ Solicits advice and guidance
☐ Appreciates advice and guidance
☐ Follows directions and accepts guidance
☐ Resents directions and guidance
- 11) Judgment and common sense:
☐ Has exceptional judgment
☐ Has above-average judgment
☐ Usually thinks clearly
☐ Is unsound and illogical
- 12) Attitude toward other employees:
☐ Is outstanding in cooperation and teamwork
☐ Promotes cooperation
☐ Cooperates
☐ Is antagonistic
- 13) If a position was available in your organization, would you consider hiring this intern as a permanent employee?
☐ Yes ☐ No
- 14) General rating of the student intern:
☐ Excellent ☐ Needs improvement
☐ Superior ☐ Unsatisfactory
☐ Average

Internship Supervisor

Date

Please return to: Department of Agricultural Education, 205 Saguaro Hall, Tucson, AZ 85721



Desired Intern Outcomes

Intern

Business, Organization, Agency

Internship Site Supervisor

Instructions: The intern and internship supervisor cooperatively develop this plan at the beginning of the internship experience. At the completion of the experience, the internship supervisor will evaluate the intern by placing a check mark (✓) under the appropriate performance category for each desired outcome.

Rating Scale: 4 = Exceptional - performance exceeds the standard expected of an employee.
3 = Acceptable - performance meets the standard expected of an employee.
2 = Needs Improvement - performance needs improvement to meet the standard expected of an employee.
1 = Not Acceptable - performance is unacceptable for an employee.

Grade	
3.00-4.00:	S 3.5-4.00: A
2.00-2.99:	P 3.0-3.49: B
0-1.99:	E 2.5-2.99: C
Incomplete:	I 2.0-2.49: D
	0-1.99: E

Desired Outcomes	Rating				Internship Supervisor's Comments
	4	3	2	1	
Written communication - communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, and graphs.					
Listening - receives, attends to, interprets, and responds to verbal messages					
Oral communication - organizes ideas and communicates orally					
Creative thinking - demonstrates creativity in generating new ideas					
Decision making - specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative					
Problem solving - recognizes problems and devises and implements a plan of action					
Learning initiative - uses efficient learning techniques to acquire and apply new knowledge and skills					
Responsibility - exerts a high level of effort and perseveres toward goal attainment					
Self-esteem - believes in own self-worth and maintains a positive attitude					
Sociability - demonstrates understanding, friendliness, adaptability, and politeness					
Self-management - assesses self accurately, sets personal goals, monitors progress, and exhibits self-control					

Rating Scale: 4 = Exceptional - performance exceeds the standard expected of an employee.

3 = Acceptable - performance meets the standard expected of an employee.

2 = Needs Improvement - performance needs improvement to meet the standard expected of an employee.

1 = Not Acceptable - performance is unacceptable for an employee.

Desired Intern Outcomes

Desired Outcomes	Rating				Internship Supervisor's Comments
	4	3	2	1	
Integrity/honesty - chooses ethical courses of action					
Resource Management - identifies, organizes, plans, and allocates resources efficiently (time, money, materials and facilities, and human resources)					
Participates as a member of a team - contributes to group efforts					
Serves clients/customers - strives to satisfy customer's expectations					
Exercises leadership - communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies					
Works with diversity - works well with people from diverse backgrounds					
Information - acquires, evaluates, and uses information					
Understands complex inter-relationships - recognizes how social, organizational, and technological systems work and operates effectively with them					
Applies technology - understands overall intent and proper procedures for setup and operation of equipment					

Intern (Signature)	Date	Internship Supervisor (Signature)	Date
--------------------	------	-----------------------------------	------

University of Arizona
STUDENT'S INTERNSHIP EVALUATION FORM
DEPARTMENT OF AGRICULTURAL EDUCATION
(To be completed by the Intern)

This form is for you (the student) to assess your internship experience. *At the conclusion of the internship, by the end of the semester or summer term, complete this form and give it to your course instructor.*

Intern Name: _____

Sponsoring Organization: _____ **Sponsoring Supervisor:** _____

Internship Instructor: _____ **Internship Department:** _____

Course Number and Section: _____ **Semester(s) of Internship:** _____

Place an X in the box of the number that best reflects your level of agreement/disagreement with each of the following statements. **1 = Strongly Agree; 5 = Strongly Disagree**

I achieved my learning goals during the internship.	1	2	3	4	5
Through my duties, I received training in a profession/field related to my studies.	1	2	3	4	5
I experienced some of the realities of working in the profession/field.	1	2	3	4	5
I successfully completed my assigned responsibilities and duties.	1	2	3	4	5

Evaluate the following aspects of your internship by placing an X in the box of the number that best reflects your experience. If the aspect does not apply, leave it blank. **1 = Outstanding; 5 = Unsatisfactory**

Work Environment:

Clarity of organizational structure	1	2	3	4	5
Access to necessary materials and/or equipment	1	2	3	4	5
Collegiality/friendliness of the employees	1	2	3	4	5
Attitude of respect for interns	1	2	3	4	5

Support and Feedback:

From your supervisor	1	2	3	4	5
From other employees with whom you interacted	1	2	3	4	5

Opportunity to be Creative:

Willingness of others consider to your ideas	1	2	3	4	5
--	----------	----------	----------	----------	----------

Interaction with Others:

Opportunity to contribute to a team project	1	2	3	4	5
Questions were encouraged and answered.	1	2	3	4	5
Access to one or more mentors (supervisor or employees)	1	2	3	4	5

Overall Evaluation of Internship (circle one): **Superior** **Excellent** **Satisfactory** **Unsatisfactory**

Additional Comments:

Intern's Signature

Date

Name: _____

Date: _____

0	1 – 2	3 – 4	5 – 6	7 – 8	9 – 10
Does not exist	Work that is not acceptable	Work that is marginal and in need of significant improvements & modifications	Work that is in need of major improvements & modifications	Work that is in need of minor improvements & modifications	Work that is excellent in content, organization, and style

CRITERIA	COMMENTS / SUGGESTIONS	POINTS POSSIBLE	SCORE
Organization and attractiveness – portfolio was organized and the content was easy to locate and review.		30	
Table of Contents was provided that clearly outlined the content and structure of the portfolio.		15	
Artifact Descriptions (Narratives) were provided that connected artifacts to knowledge and skills of a chosen career and/or learned while completing the internship. Address the following questions for each artifact: <ol style="list-style-type: none"> 1. When in your professional growth and development was the artifact created? 2. What was the purpose of the artifact? 3. How did you use the artifact? 4. What knowledge, skills, and/or abilities does the artifact display? 5. What did you gain as a result of creating the artifact? 		45	
Appropriate artifacts were provided that showcased talents, skills, and abilities for a chosen career and/or learned while completing the internship.		45	
Quality of Artifacts – artifacts were free of errors and visually appealing.		15	
TOTAL		150	