

INSTRUCTIONS TO COMPLETE INTERNSHIP AND RECEIVE YOUR GRADE

- I. Each internship requires a minimum of 150 hours for 3-hour credit on campus or off campus. Obviously, many off campus internships hours far exceed the 150 hours; however, a maximum of 6 hours credit is allowed on the semester system for an internship.

- II. All paperwork (employee agreement and application) must be turned in before you can start your internship.
 2. At the conclusion of your internship - you are responsible for turning in your written paper and making sure your employer turns in the evaluation form on the first day of the last week of class (email will be accepted to turn this in).
PLEASE MAKE SURE YOU ARE AWARE OF THESE DATES. WE WILL NOT ACCEPT INTERNSHIP PAPERS DURING FINALS WEEK UNLESS YOU HAVE CLEARED IT WITH DR. TODD CALLAWAY. YOU WILL RECEIVE AN "1" IN THE COURSE IF THESE INSTRUCTIONS ARE NOT FOLLOWED.

 3. Each report must be 5 to 6 typed pages (12 pt font, double spaced, 1-inch margins)
 - A. On Campus Internships Need:
 1. An overview of the specific animal unit to include
 - a) Product(s) sold
 - b) Breeding Program
 - c) Inventory and some stratification of inventory into age groups
 - d) Animal by age group management should be included
 2. What did you learn?
 3. What did you learn about the functioning of the unit?
 4. Do you have suggestions to improve the functioning of the unit?
 5. Do you have any advice for future interns at this unit?

 - B. Off Campus Internships Should Include:
 1. Cooperator
 2. Nature of Business
 3. Location
 4. Specific Duties
 5. What was your role in the internship location?
 6. What did you learn about how the business functioned?
 7. Do you have suggestions to improve the business function?
 8. Do you have any advice for future interns with this location?

ANIMAL AND DAIRY SCIENCE
INTERNSHIP PROGRAM
STUDENTS REPORT
FORMAT AND GRADING INFORMATION

The following guideline have been developed to help you organize your thoughts while writing your internship report. Each section has been assigned a percentage value to give you a better idea of what we look for when we grade your report.

1. Operations Information – 15%
 - A. Background sketch of organization
 - Location
 - Nature of business (products, services, market, growth potential, etc.)
 - Resources (land, equipment, personnel, capital, etc.)
 - B. Organization performance
 - Basic organization outline (departments, chain of command, duties, responsibilities, etc.)
 - Key personnel (synopsis of their experience, training, attitude, effectiveness, etc.)
 - C. Your place in the organization
 - Scope of your job (specific tasks, duties, supervisory activities, etc.)
 - Routine (typical daily activities for department of group you worked with)

2. Analysis of Management, Administrative, or Business Practices – 35%
 - A. Technical Aspects

This section should concentrate on analyzing the various business practices used by the organization you worked for. Typical practices include such things as identification of customers, marketing, sales, distribution, customer complaints, and so forth.

Note: We want more than just the details of how they did various tasks or procedures. The following questions address some of the points you should consider:

 1. Were general techniques effective? If not, what was wrong and how could it be corrected?
 2. Could any procedure or practice be simplified to save time and money or increase effectiveness?
 3. Was there an attempt to educate workers about what they were doing and why? Would it make a difference?
 4. Did you observe any innovative or unusual procedures that impressed you, positive or negative?
 5. Was there an interest in exploring new (or old) ideas and developing methods suited to their specific needs?

 - B. Business and Personnel Management Practices
 - Organization policies and objectives
 - Labor and management relations (general communications, special problems)
 - Daily organization and job scheduling
 - Indicators of progressive management

Note: this is often the area where businesses have the greatest problems. Your approach should be to analyze existing situations, point out successes and failures, and describe changes you feel could lead to improvements.

3. Attainment of Internship Objectives – 30%

A. Value of work experience

- Area in which you learned new techniques or skills
- Changes in your ideas about this line of work or the industry
- Changes in your level of confidence about your abilities to work and deal with people and situations

B. Assessment

- What did you do well in the internship?
- What mistakes did you make? How did you rectify them?
- What do you wish you had known before beginning the internship?
- What advice do you have for future interns?
- How can we improve the internship program?
- How has your college education prepared you for this field/job?
- What should be included in your major to improve preparation for internships?

C. Conclusions

- Is a college education of value in this field?
- Would you enjoy working for this organization on a permanent basis?
- Could you have prepared yourself better beforehand to get more out of this work-study experience?
- Have your future plans been affected by your work experience?

4. Report Quality – 20%

A. Sentence structure and grammar

B. Spelling and typing

Note: The value we have placed on your writing skills reflects our belief that you should be able to communicate effectively in writing. Our goal is to reward students who demonstrate enough pride, self-discipline, and patience to produce intelligent, well-written internship reports, as in many ways the internship serves as an undergraduate capstone as well as an entry into the real world.