Students who complete an internship as an option for their degree in Agricultural Education, Communications and Technology enroll in EXED 475V, Internship in Extension. This internship is designed to give students the opportunity to participate in a career similar to one they envision pursuing upon completion of their degree program.

A typical internship involves approximately 8-10 weeks, 40 hours per week of actual work time. Time and schedule variations from the typical internship are possible if the internship fulfills the student’s learning needs. The internship should be one that provides the student with opportunities to utilize previously learned material. The ideal experience includes an overall view of the assets and liabilities of a career in the student’s chosen field. To receive university academic credit, interns submit to the Department a portfolio that includes multiple evidences of the internship learning experiences.

Students who participate in the internship take the initiative to inquire about probable internships, interview for the position, and sign an agreement approved by the employer, the student, and the university supervisor. Internship credit is not available to students who are self-employed or who are employed by a member of the intern’s family. (Exceptions to this may be approved on a case-by-case basis if the internship is entrepreneurial in nature, provided appropriate supervision is in place.) Internship credit is not available for an experiences that has occurred in the past.

Some internship experiences are available in organizations where compensation is provided. However, the supervising organization may not wish to pay the same level of compensation to the intern as it might pay to a regular professional.
Internship Requirements

The internship experience is determined by the student and the student’s academic advisor. The following guidelines should be followed when planning the internship.

1. The student must have a cumulative grade point average of 2.00 or above. Borderline students will not be able to begin internships until after final grades are posted.

2. Students seeking an internship must have completed at least 6 credit hours in their area of concentration prior to the internship semester.

3. Students enrolling in the internship course must be an AECT major and must obtain approval of the internship site from the academic advisor.

4. The student initiates inquiries about possible internships, interviews for the position, and secures the internship. The academic advisor recognizes the individual needs of students and, therefore, does not “place” students into a pre-selected internship site.

5. Students shall not seek internships that are self-employment or in positions directly supervised by a member of the intern’s family. (Exceptions may be granted on a case-by-case basis.)

6. While the supervising organizations may not wish to pay the same level of compensation to the intern as it might pay to a regular professional, some compensation level to meet living expenses incurred by the intern is encourage.

7. When possible, the internship should be completed before the final semester in residence. Fulfilling requirements for the internship during the summer between the junior and senior year is preferred. Summer-long internships are highly encouraged.

8. Semester Credit Hours registration, upon approval of the academic advisor, is 3 credit hours for 320-400 clock hours of total internship work (8-10 weeks at 40 hours/week). Students may not exceed a total of 6 hours for EXED 475V during their studies.

9. As soon as the internship is secured, students must complete and submit the “Internship Request Form” to their academic advisor. The form must be submitted two weeks prior to the beginning of the semester during which the internship will occur.
10. Upon approval, the student must register for EXED 475V, Internship in Extension, for the internship semester (this will need to be done by the AECT Staff).

11. Students pay tuition and fees for the internship course just as with other courses registered for at The University of Arkansas.

12. During the first week of the internship semester, the student must complete the “Internship Contract,” acquire the internship organization supervisor’s signature, and submit it to the department. The “Internship Contract” may be hand delivered, mailed, or faxed to the Department of Agricultural Education, University of Arkansas, 205 Agriculture Building, Fayetteville, Arkansas 72701. The fax number is (479) 575-2610.
The Student

1. Develop a job-search/intern-search strategy. Contacts for internship opportunities include the Career Services, departmental advisors, professors, and personal contacts.
2. Arrange and schedule interviews.
3. Select and confirm with employer your intent to complete an internship.
4. Submit the “Internship Request Form” to obtain approval from your academic advisor. The form must be submitted to the Department of Agricultural Education, Communications and Technology, AGRI 205. **two weeks prior to the beginning of the semester or summer term in which the internship will occur.** Requests after this date will not be considered for academic credit.
5. Upon internship approval by your academic advisor, register for EXED 475V, Internship in Extension (AECT staff will need to register student manually).
6. **PAY FEES PRIOR TO 1ST DAY OF CLASSES FOR INTERN SEMESTER.**
7. Submit “Intern Contract” during the first week of the internship semester.
8. Work the agreed hours at the internship site.
9. Complete job responsibilities as outlined in the “Internship Contract.”
10. Conform with the expectations, confidentially and work ethics.
11. Comply with employer confidentiality and work ethics.
12. Develop a special internship project in cooperation with the internship supervisor. See “Internship Assignments” for detailed information.
13. Develop and submit an Internship Portfolio at the completion of the internship. See “Internship Agreements” for detailed information.
14. Personal appearance is important. Dress neatly, appropriately and according to any dress codes that may apply.
15. Confidentiality is important. Discussions with clients, faculty and administrators should be kept confidential. Never criticize any client to another client, another faculty member or secretary.
16. Be prepared to carry out any responsibilities given to you. Remember these responsibilities are an opportunity for you to gain experience and learn how to become an effective professional.

17. Be prompt in meeting all appointments you make.

18. Before leaving the internship site at the end of your internship, express your appreciation to your employers for allowing you to complete the internship. This should be followed with a letter of appreciation, and a copy of the letter should be a part of your internship portfolio.

19. Remember that while you are participating in the internship program, you are representing the University of Arkansas, the Dale Bumpers College of Agricultural, Food and Life Sciences and the Department of Agricultural Education, Communications and Technology. The continuance of this privilege for those who will follow you depends a great deal upon how well you conduct yourself.
Internship Responsibilities – 2
The Department and the Employer

The Department: The Academic Advisor

1. The academic advisor encourages students to initiate their own internship search in the area of concentration they are pursuing.
2. The academic advisor counsels students to select an internship that integrates the student’s university studies and career goals.
3. Students are advised as to internship search techniques and are encouraged to search these contacts: Career Development Center, departmental advisors, professors and personal contacts.
4. The academic advisor will initiate contact with the internships organization supervisor during the course of the student’s internship to monitor progress.
5. The academic advisor will discuss insurance issues with the student previous to his/her employment. If the student will not be covered by the employer during the internship, other options for insurance coverage should be discussed.

The Employer: The Internship Organization Supervisor

1. The Internship Organization Supervisor selects interns based on organizational needs and the student’s experiences and goals.
2. The Internship Organization provides a variety of work and educational experiences for the intern.
3. An Internship Organization Representative is assigned to supervise the intern and provide informal evaluations and related feedback to the intern.
4. The Internship Organization may or may not provide compensation to the intern. Discussion of compensation is a part of the initial internship interview and is agreed upon prior to the start of the internship.
5. The Internship Organization Supervisor is expected to offer the intern the opportunity to develop a special project that benefits the organization. This project is an activity or
product that is beyond “regular” job responsibilities. See “Internship Assignments” for
detailed information.
6. The Internship Organization Supervisor is expected to fill out the Supervisor’s Evaluation
form
Internship Request Form

Today’s Date ______________________________

Intern’s Name ____________________________  ID# ________________________________

Local Mailing Address ___________________________________________________________

Classification ____________________________  Current GPA ______________________

Internship Organization _________________________________________________________

Organization Address ____________________________________________________________

Internship Semester/Year _______________________________________________________

Internship Employment Date ______________________ to __________________________

Projected Total Internship Work Hours ____________________________________________

Preliminary Learning Goals for Internship:
   ___________________________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________

Steps for Enrollment and Payment:

1. Submit this form to your academic advisor at least two weeks prior to the registration period for the semester or summer term of your internship.
2. Check with your academic advisor for action on your Internship Request.
3. Upon approval of this request, contact AECT staff in order to register for EXED 475V.
4. Pay your tuition and fees.

I have read and understand the above steps.

________________________________________     __________________________________
Intern’s Signature                          Date

Approved by ________________________________, Academic Advisor

__________________________________________, Department Head

EXED 475V CR Hours Approved ________________________  Date ________________________