

**EXED 475V – Internship in Extension**  
**Department of Agricultural, Communications and Technology**  
**Dale Bumpers College of Agricultural, Food and Life Sciences**

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 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 experience 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 hours credit 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 encouraged.
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 credit for EXED 475V during their studies.
9. As soon as the internship is secured, students 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 registers for EXED 475V, Internship in Extension, for the internship semester (this will need to be done by 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, Communications and Technology, University of Arkansas, 205 Agriculture Building, Fayetteville, AR 72701. The fax number is (479) 575-2610.

## **Internship Responsibilities – 1 The Student**

### *The Student*

1. Develop 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 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 1<sup>ST</sup> 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 Assignments” 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 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 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 internship 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 DATES: \_\_\_\_\_

PROJECTED TOTAL INTERNSHIP WORK HOURS: \_\_\_\_\_

PRELIMINARY LEARNING GOALS FOR INTERNSHIP:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### STEPS FOR ENROLLMENT & 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 AEED 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: \_\_\_\_\_

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Approved by: \_\_\_\_\_, Academic Advisor

\_\_\_\_\_, Department Head

EXED 475V CR HRS Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**DEPARTMENT OF AGRICULTURAL EDUCATION,  
COMMUNICATIONS AND TECHNOLOGY  
Dale Bumpers College of Agricultural, Food and Life Sciences  
University of Arkansas, Fayetteville, Arkansas 72701  
Phone: (479) 575-2035 – Fax: (479) 575-2610**

**INTERNSHIP CONTRACT**

Intern Name: \_\_\_\_\_

Intern Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Intern Phone: \_\_\_\_\_

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Organization: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

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Employment Period: \_\_\_\_\_ TO \_\_\_\_\_

Hours Per Week: \_\_\_\_\_

RESPONSIBILITIES AND ROLES DURING INTERNSHIP (*SEE INTERNSHIP ASSIGNMENTS*):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

SPECIAL PROJECT DESCRIPTION (*SEE INTERNSHIP ASSIGNMENTS*):

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SIGNATURES:

DATE: \_\_\_\_\_

\_\_\_\_\_  
INTERN

\_\_\_\_\_  
ORGANIZATION SUPERVISOR

\_\_\_\_\_  
ACADEMIC ADVISOR

Mail this contract during the first week of the internship to the Department of Agricultural Education,  
Communications and Technology 205 Agriculture Building, University of Arkansas, Fayetteville, AR 72701

## Supervisor's Evaluation

Intern: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Date: \_\_\_\_\_

Please place a "√" under the most accurate description of the intern's performance.

Performance Factors	Outstanding	Excellent	Good	Fair	Poor
1. Quality of work	_____	_____	_____	_____	_____
2. Cooperative spirit	_____	_____	_____	_____	_____
3. Contribution to the organization	_____	_____	_____	_____	_____
4. Care/proper use of equipment/material	_____	_____	_____	_____	_____
5. Response to supervision	_____	_____	_____	_____	_____
6. Punctuality	_____	_____	_____	_____	_____
7. Initiative	_____	_____	_____	_____	_____
8. Creativity	_____	_____	_____	_____	_____
9. Ability to meet deadlines	_____	_____	_____	_____	_____
10. Other (please specify)					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Comments:



# Internship Portfolio

To receive academic credit for an internship experience, the student creates and submits an Internship Portfolio. This portfolio is a systematic and purposeful collection that is intended to clarify the relationship between the internship, course learning, and lifelong career development. The requirements for the portfolio are listed below.

## ***Complete prior to the start of the internship:***

### 1. A statement of personal learning goals for the internship

Before beginning your internship, create a list detailing what you anticipate learning from our internship experience. These should be as specific as possible. For example, “I will learn to utilize effective communication skills, such as active listening,” is preferable to “I will learn to work with others.” You may include task-oriented goals such as “I will learn to reply to constituents’ mail.” You should create a *minimum* of seven (7) learning goals.

### 2. Your personal vision/mission statement

Include a brief statement of your personal goals for your future. This statement should detail not only what your goals are, but also how you plan on accomplishing them.

### 3. A statement of your goals, responsibilities, and roles during internship

This information gathered from a description of the internship and from your supervisor during your internship experience. Describe as precisely as you can what you will be doing on a day-to-day basis during your internship.

## ***Complete during the course of the internship:***

### 4. Reflections on internship experience

This is a weekly experience during your internship. You should write a substantive evaluation/reflection about what you have accomplished, what you have learned, and how this relates to your prior coursework and career development goals.

### 5. Representative work samples such as pictures, descriptions, drawings

This can include a variety of items that demonstrate what you did during your internship. Appropriate items might include (but are not limited to) reports you write, descriptions of activities, and pictures or diagrams.

### 6. Description of special internship project

In addition to “regular” work duties, you must complete an additional project to satisfy the requirements for your internship. This project should be negotiated with your supervisor. It should be of potential value to the firm and should reflect a high degree of professionalism. A copy or description of your project should be included in your portfolio.

***Additionally, include in your portfolio any of the items below that apply to your particular internship:***

7. Evaluations of work (copies of employer generated evaluations)

Interns are frequently evaluated by their supervisor during the internship experience. You may include a copy of a supervisor's evaluation as part of your portfolio. If evaluations of interns are not regular practice at the firm, you may choose to request an evaluation be done.

8. Photographs of work environment

Pictures of your internship site (especially of you at work) may be included as part of your portfolio.

9. Copy of trade journal for place of internship

Most industries have a journal or magazine that provides timely information for professionals in the field. You may choose to include a copy (minimally a photocopy of the front cover) of such a journal in your portfolio. Becoming familiar with such resources can be valuable in career development.

10. Statement of work style and philosophy

This statement should reflect what you have learned about your personal work style. For example, you may consider when you are the most effective, whether you prefer to work alone or with others, how much direction you enjoy in tasks, and other similar questions.

*\*A note on the internship portfolio: An internship goes beyond a job in that it is a formal, structured learning experience. The portfolio is a tool to assist you in this learning experience as well as a representation of the type and quality of work you have done. Be thorough in your efforts, for this experience is more than a grade; it can prove to be a valuable asset in your future career search.*

## Intern Activity Check Sheet

<b>Completed Date</b>	<b>Activity/Project</b>
When Internship secured	Internship Request Form
When Internship Approved	Register for course – EXED 475V, Internship in Extension
Prior to semester	Pay tuition and fees
1 <sup>st</sup> week Internship semester	Internship Contract
During Internship semester	Selection of Special Project
During Internship semester	Complete Internship Portfolio Work assigned by supervisor
Last Day of Classes Internship semester	Deliver Internship Portfolio to Department of Agricultural Education, Communications and Technology Internship grade submitted **If portfolio does not reach the Department by the last day of classes, then an Incomplete “I” grade is submitted for the intern
After Last Day of Classes Internship semester	Grade changed executed when portfolio received in the Department