

# Using an Internship as a Capstone Experience and as a Means for Program Improvement

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# Presentation Objectives

- ◆ Provide a brief history of the internship program.
- ◆ Inform participants of the structure and operation of the program.
- ◆ Provide copies of evaluation instruments used in the program.
- ◆ Discuss evaluation methods used.

# History of Program

- ◆ Tarleton State University (Tarleton) has for the past 30 years had one of the larger agriculture teacher certification programs in the nation and has used a five-week block of classroom instruction and 11 week block of student teaching as a capstone semester.
- ◆ The program has had an advisory committee for about 25 years.

# History of Program Cont.

- ◆ In 1987 Extension and industry Internships were started for students choosing to not student teach.
- ◆ In 1991 a separate five week class section was started for Extension and Industry Students as a new degree option.

# History of Program Cont.

- ◆ In 1994 an International Agriculture Degree option was started and students were grouped in class with Extension/ Industry students.
- ◆ In 2002 an Agricultural Communications degree option was added with this group of students.

# History of Program Cont.

- ◆ During the 1993-94 academic year an advisory committee was established for the Extension/Industry Degree Option.
- ◆ This group had three work sessions during this year and established curricula areas for the five-week block class, evaluation instruments, and procedures for internships.

# History of Program Cont.

- ◆ The advisory committees meet each summer to provide input and suggestion for program improvement.
- ◆ We are discussing the starting of a separate new advisory committee for the Agricultural Communications Degree.

# Program Profile





# Internship Application Process

- ◆ All students must submit an application for the internship experience.
- ◆ All students must be interviewed by departmental faculty to determine the proper internship fit for student.

# Internship Application

- ◆ **APPLICATION FOR INTERNSHIP**
- ◆ **DEPARTMENT OF AGRICULTURAL SERVICES & DEVELOPMENT**
- ◆ **TARLETON STATE UNIVERSITY**

◆ NAME:

\_\_\_\_\_

◆ TELEPHONE NUMBER(S): \_\_\_\_\_

◆ SS#:

\_\_\_\_\_

◆ ADDRESS (LOCAL):

\_\_\_\_\_

◆ ADDRESS (PERMANENT): \_\_\_\_\_

◆ Semester you plan to intern:

\_\_\_\_\_

◆ Will you graduate at the end of internship semester? Yes \_\_\_\_\_ No \_\_\_\_\_

◆ Number of hours needed for graduation after internship?

\_\_\_\_\_

# Internship Application Cont.

- ◆ Marital Status:
- ◆ Single \_\_\_\_\_
- ◆ Married and living with spouse Yes \_\_\_\_\_ No \_\_\_\_\_
- ◆ Children living at home Yes \_\_\_\_\_ No \_\_\_\_\_
- ◆ If yes, give number of children \_\_\_\_\_
  
- ◆ Will spouse be interning same semester as you? Yes \_\_\_\_\_ No \_\_\_\_\_
  
- ◆ Type of internship desired: Extension \_\_\_\_\_ Agriculture  
Industry/Business \_\_\_\_\_
- ◆ I agree to abide by the policies of the extension service/agriculture industry to which I am assigned as to behavior, time lines, dress and appearance for the duration of the internship semester. Yes \_\_\_\_\_  
No \_\_\_\_\_
  
- ◆ \_\_\_\_\_
- ◆ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Internship Application Cont.

- ◆ **IMPORTANT NOTES:**

- ◆ The internship semester is a full-time job. You should be prepared to devote your full attention and energies to preparation and performance during the entire semester.



- ◆ All internships must be authorized by the Department of Agricultural Service & Development. Do not make any commitments before department approval.

- ◆ \*\*\* YOU WILL NEED TO SUBMIT A HANDWRITTEN, ONE PAGE AUTOBIOGRAPHY WITH THIS APPLICATION. (SUGGESTED AREAS: FAMILY, EDUCATION, ACTIVITIES IN HIGH SCHOOL AND COLLEGE, ACCOMPLISHMENTS, WORK EXPERIENCE AND GOALS) \*\*\*



# Internship Application Cont.

- ◆ **STUDENT INTERN PERSONAL DATA SHEET**

- ◆ NAME: \_\_\_\_\_

- ◆ HOME TOWN: \_\_\_\_\_

- ◆ HIGH SCHOOL ATTENDED: \_\_\_\_\_

- ◆ YEAR GRADUATED FROM HIGH SCHOOL: \_\_\_\_\_

- ◆ AGE \_\_\_\_\_ SINGLE \_\_\_\_\_ MARRIED \_\_\_\_\_ NUMBER OF CHILDREN \_\_\_\_\_

- ◆ PARENTS NAME: \_\_\_\_\_

- ◆ PARENTS OCCUPATION: \_\_\_\_\_

- ◆ NUMBER OF BROTHERS AND SISTERS: \_\_\_\_\_

- ◆ RAISED ON A FARM OR RANCH? \_\_\_\_\_

- ◆ NUMBER OF YEARS IN HIGH SCHOOL AGRICULTURAL SCIENCE: \_\_\_\_\_

- ◆ HIGH SCHOOL AGRICULTURAL HONORS AND ACTIVITIES

- ◆ (4-H, FF A, AWARDS, CONTEST TEAMS, OFFICES, ETC)

# Internship Application Cont.

- ◆ OTHER HIGH SCHOOL HONORS AND ACTIVITIES
- ◆ UNIVERSITY HONORS AND ACTIVITIES
- ◆ WORK EXPERIENCE

# Internship Application Cont.

- ◆ **STUDENT INTERNSHIP LOCATION SELECTION**
- ◆ Please list your internship preference. If you are selecting Extension as your internship, list the counties you are considering.
- ◆ 1st preference: \_\_\_\_\_
- ◆ 2nd preference: \_\_\_\_\_
- ◆ 3rd preference: \_\_\_\_\_
- ◆ Why did you choose these internship locations?
- ◆ Is there a reason of special importance that you be assigned to one of your selections?
- ◆ Every effort will be made to assign you to an internship location which will fit your needs and provide you a maximum educational experience. However, your choices may not be available. Realize that if the internship pays or not is of no concern to us and sights **will not** be selected on the basis of pay.
- ◆ If you have a part-time job or a summer job don't request that job as an internship. This is to be an educational experience, not a continuation of what you have been doing.

# Internship Application Cont.

- ◆ **SELF-ANALYSIS OF STRENGTHS AND WEAKNESSES**

- ◆ Check the appropriate cell:

- ◆ **Excellent, Very Good, Good, Fair, Poor** Animal Science, Soil Science, Plant Science, Agricultural Management Agricultural Mechanics, Computer Knowledge/Skills



# Job Description & Training Plan

- ◆ **JOB DESCRIPTION & TRAINING PLAN**

- ◆ Name of Student/Intern

\_\_\_\_\_

- ◆ Date \_\_\_\_\_

- ◆ Present Address

\_\_\_\_\_

- ◆ Telephone \_\_\_\_\_

- ◆ Program Area/Job Description

\_\_\_\_\_

- ◆ Intern Supervisor (s)

\_\_\_\_\_

- ◆ Business Telephone \_\_\_\_\_

- ◆ Business FAX \_\_\_\_\_ E-mail

\_\_\_\_\_

- ◆ Internship site

- ◆ Company/Agency

\_\_\_\_\_

- ◆ Address

\_\_\_\_\_

- ◆ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_



# Job Description & Training Plan

- ◆ Employment Period
- ◆ Beginning Date \_\_\_\_\_
- ◆ Ending Date (approximate) \_\_\_\_\_
- ◆ Employer and/or Intern Supervisor:
- ◆ Approved \_\_\_\_\_ Date  
\_\_\_\_\_
- ◆ Rejected \_\_\_\_\_ Date  
\_\_\_\_\_
- ◆ Modifications \_\_\_\_\_ Date  
\_\_\_\_\_
- ◆ (Note: Modifications or changes on back)
- ◆ Program Area Representative: (Tarleton State University)
- ◆ Approved \_\_\_\_\_ Date  
\_\_\_\_\_
- ◆ Rejected \_\_\_\_\_ Date  
\_\_\_\_\_
- ◆ Modifications \_\_\_\_\_ Date  
\_\_\_\_\_
- ◆ Student Intern:
- ◆ Approved \_\_\_\_\_ Date  
\_\_\_\_\_
- ◆ Rejected \_\_\_\_\_ Date  
\_\_\_\_\_
- ◆ Modifications \_\_\_\_\_ Date  
\_\_\_\_\_

# Job Description & Training Plan

- ◆ Tarleton State University, Agricultural Services & Development views this internship as an educational learning experience, which the student in return receives 6 hours of college credit. Neither the University nor the student expects any type of monetary exchange such as salary, commissions, insurance, worker's compensation, and etc., for this 12-week period. If the student were expected to travel and/or be out over night due to internship responsibilities we would hope the employer would pick up this expense. If the employer wishes to compensate the student in any form, that agreement must be between the employer and the student. Tarleton's concern is that the educational experience the intern receives be beneficial to all parties concerned.

# Extension/Industry Internship Locations

- ◆ Agricultural Extension
- ◆ USDA –FSA, NRCS, etc.
- ◆ Texas Department of Agriculture
- ◆ Retail locations such as ag supply centers, farm machinery dealers, animal pharmaceuticals, ag chemicals, etc.
- ◆ Agricultural Production
- ◆ Real Estate

# Extension/Industry Internship Locations Cont.

- ◆ Governmental Relations
- ◆ Food Processing
- ◆ Agricultural Commodity and Producer Groups
- ◆ Breed Associations
- ◆ Others

# International Agricultural Internships

- ◆ Governmental Organizations
- ◆ International Trade
- ◆ International Development
- ◆ Foreign Governments

# Agricultural Communications Internships

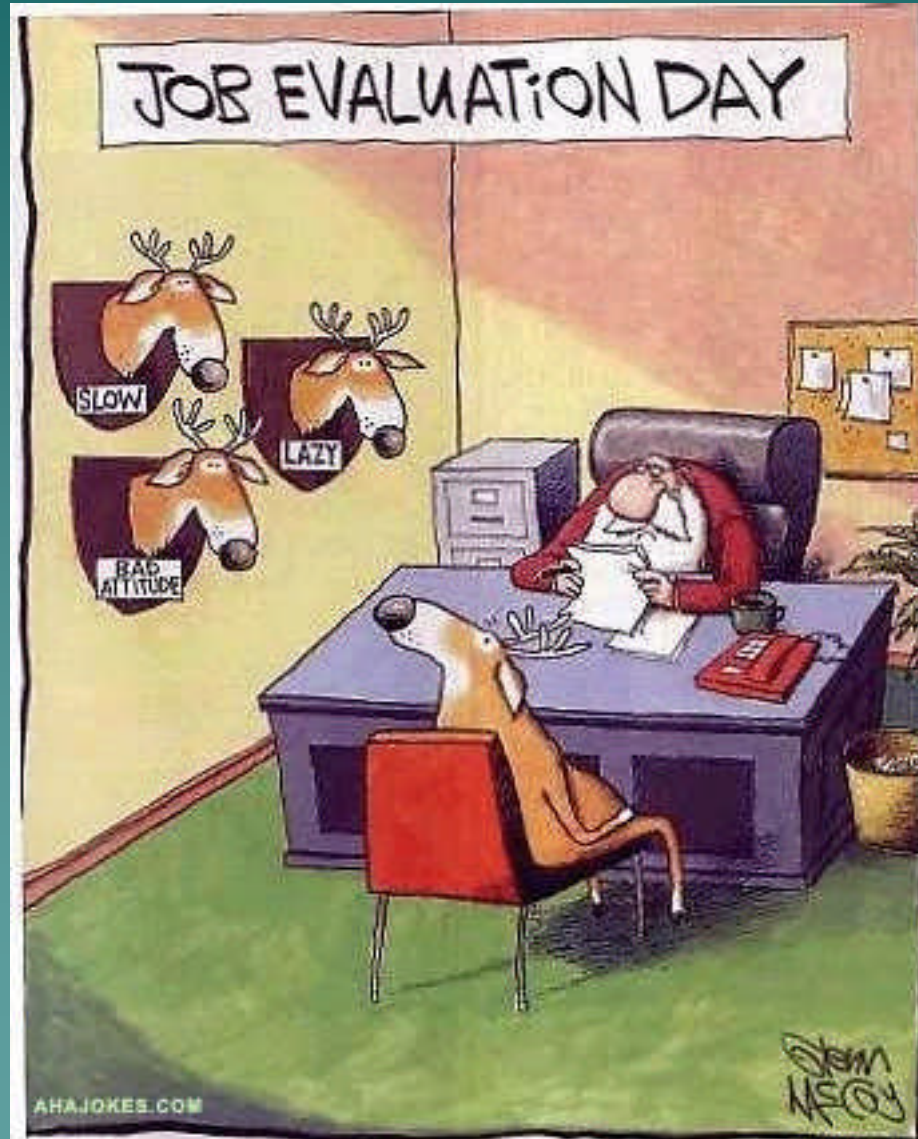
- ◆ Agricultural Publications
- ◆ Home and Garden Publications
- ◆ Radio Stations
- ◆ Newspapers
- ◆ Public Relations and Advertising Departments of Agricultural Related Companies



# Development of Evaluation Instruments

- ◆ All evaluation instruments were developed with the input of advisory committees.
- ◆ Advisory members were put into small work groups to determine skills and abilities that are important to interns and should be considered as important for employment.
- ◆ A discussion and reporting of small group findings was facilitated by a faculty member to find consensus on skills and abilities.

# Evaluation ?



# Competencies for Interns Instrument

- ◆ **Suggested Competencies for Interns**
- ◆ **(1) Unable to demonstrate this competency.**
- ◆ **(2) Has very limited ability in competency.**
- ◆ **(3) Able to demonstrate, but at well below average level.**
- ◆ **(4) Able to demonstrate at a slightly below average level.**
- ◆ **(5) Able to demonstrate at an average level.**
- ◆ **(6) Able to demonstrate at a slightly above average level.**
- ◆ **(7) Able to demonstrate at an above average level.**
- ◆ **(8) Able to demonstrate at a well above average level.**
- ◆ **(9) Able to demonstrate at a high level.**
- ◆ **(10) Able to demonstrate at a level sufficient for employment with no assistance**

# Competencies for Interns

## Instrument Cont.

- ◆ 1. Ability to speak before groups.
- ◆ 2. Ability to interview for a job.
- ◆ 3. Ability to interview others for a job.
- ◆ 4. Ability to conduct a business meeting.
- ◆ 5. Ability to develop and manage an exhibition booth.
- ◆ 6. Ability to make a sales presentation.
- ◆ 7. Ability to write an advertisement.

# Competencies for interns

## Instrument Cont.

- ◆ 8. Ability to develop and present a radio and TV advertisement and short program.
- ◆ 9. Ability to write a resume.
- ◆ 10. Ability to discuss in depth the career they have chosen.
- ◆ 11. Ability to give a power point presentation.
- ◆ 12. Ability to demonstrate record keeping abilities.

# Competencies for interns

## Instrument Cont.

- ◆ 13. Ability to develop spread sheets and explain the ways they are used in the business world.
- ◆ 14. Ability to dress appropriately for various business occasions. Ex.- daily, formal, casual, business casual
- ◆ 15. Ability to organize a business banquet/lunch meeting.

# Competencies for Interns

## Instrument Cont.

16. Ability to name and discuss the most common civic organizations.
- ◆ 17. Ability to analyze retirement plans for themselves as well as employees.
- ◆ 18. Ability to analyze health and life insurance programs for themselves as well as employees. Ex- dental, vision, etc.
- ◆ 19. Ability to recognize employee personality types, leadership and learning styles.
- ◆ 20. Ability to motivate and manage workers using different leadership styles.

# Competencies for Interns

## Instrument Cont.

- ◆ 21. Be able to operate the following equipment:
  - ◆ cash register
  - ◆ copy machine
  - ◆ fax machine
  - ◆ computer
  - ◆ projector (LCD)
  - ◆ overhead projector
  - ◆ slide projector
  - ◆ type writer



# Competencies for Interns

## Instrument Cont.

22. Be able to wire money.
23. Be able to figure sales Commissions.
24. Understand leasing and buying of personal and company vehicles.
25. Understand structures of companies (sale, ownership, partnership, limited partnership, limited liability companies co-operations, etc.)

# Competencies for Interns

## Instrument Cont.

- ◆ 26. Understand liabilities of companies and ways to reduce risk.
- ◆ 27. Understand business ethics.
- ◆ 28. Understand sexual harassment laws/discrimination laws.
- ◆ 29. Understand taxing authorities and procedures.
- ◆ 30. Understand business structure (chain of command).
- ◆ 31. Understand organizational paperwork (forms, requests, travel)
- ◆ 32. Understand employer-employee relations.

# Competencies for Interns

## Instrument Cont.

- ◆ 33. Understand how to build customer relations.
- ◆ 34. Ability to explain business issues concerning county, city, state, and federal government.
- ◆ 35. Ability to manage time and office organizational skills.
- ◆ 36. Know professional organizations and/or union activities in chosen career.
- ◆ 37. Ability to write effective business correspondence.

# Competencies for Interns Instrument

- ◆ 38. Understand various business phone systems/e-mail.
- ◆ 39. Understand training techniques for workers, secretaries, etc.
- ◆ 40. Understand laws for hiring and firing workers.
- ◆ 41. Understand community development activities.
- ◆ 42. Understand design and purchasing of signs.

# Competencies for Interns

## Instrument Cont.

- ◆ 43. Charitable donations, community support/or outreach.
- ◆ 44. Familiar with following office/work place safety considerations:
  - ◆ ergonomics
  - ◆ OSHA standards and inspections
  - ◆ NIOSH
  - ◆ MSHA
  - ◆ Safety training
  - ◆ OSHA Record keeping

# Competencies for Interns

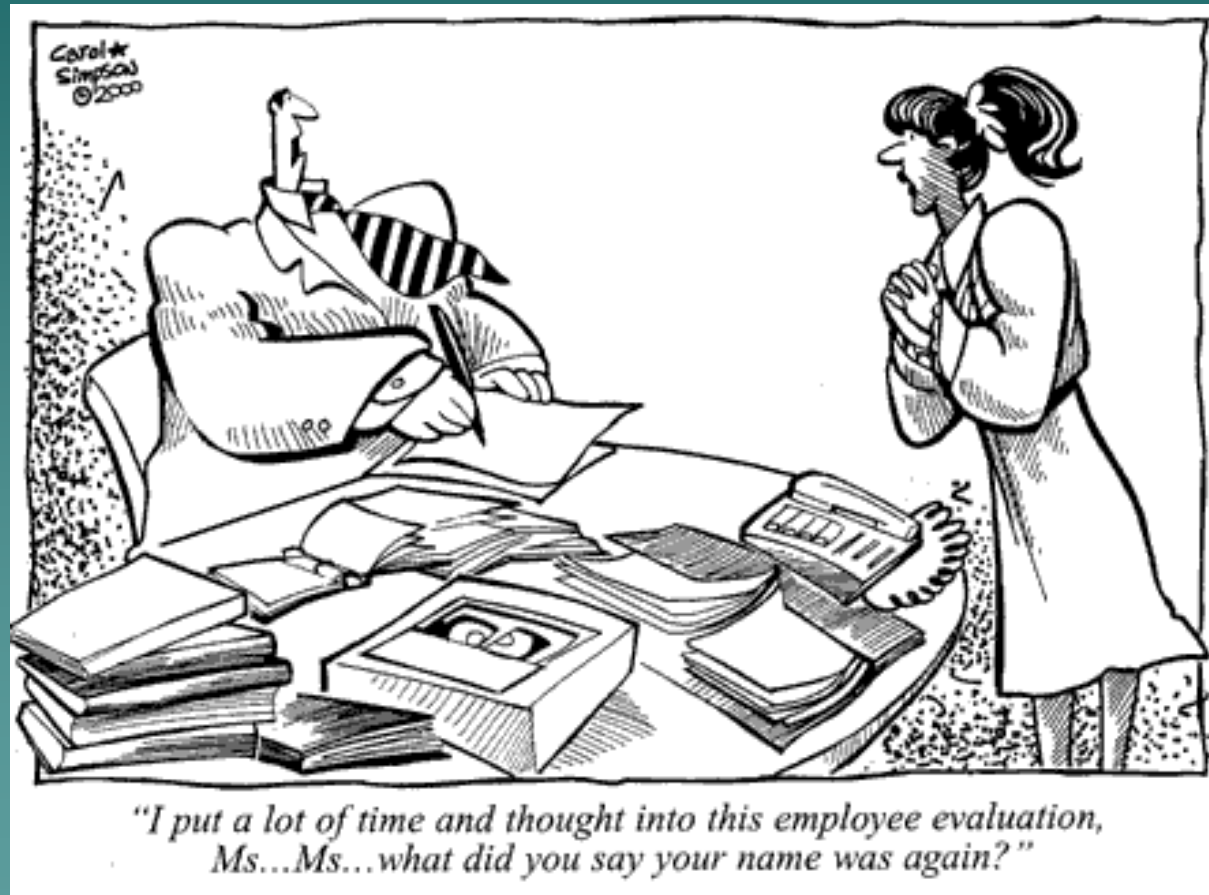
## Instrument Cont.

- ◆ 45. Understand the importance of product safety and liability laws.
- ◆ 46. Understand and figure workers compensation for employees.
- ◆ 47. Ability to utilize critical thinking skills.
- ◆ 48. Ability to solve problems in the lab/shop skills area.
- ◆ 49. Ability to utilize the cooperative learning skills in a work place environment.
- ◆ 50. Ability to perform duties, jobs, or skills on time of schedule and be present at all required places and times.

# Use of Instrument

- ◆ The instrument has been used at the end of the internship by interns and internship supervisors.
- ◆ We have started the process of having students evaluate themselves in a junior year seminar and before they start the internship to determine perceived improvement and focus students on employability skills.

# Evaluation ?





# Assessment Results

- ◆ Assessment 1.1.2.1

- ◆ All assessments on a 1-10 point scale with 10 being highest.

◆		<u>04-05</u>	<u>05-06</u>	<u>06-</u>
◆	<u>07</u>			
◆	1. Effective use of records	7.87	8.50	8.27
◆	2. Physical environ. provided in classroom	8.73	8.92	8.55
◆	3. Relationship with children	8.73	8.90	8.82
◆	4. Learning climate provided	7.93	8.85	8.45
◆	5. Order maintained in classroom	7.73	8.85	8.00
◆	6. Plan classroom work	7.80	8.65	8.36
◆	7. Provisions for individual pupil growth	7.80	8.20	8.50
◆	8. Use of supplementary material	8.20	8.95	8.50

# Assessment Results

◆ Ability	Mean	
	<u>2005-06</u>	<u>2006-07</u>
◆ Speak Before Groups	7.79	8.02
◆ Interview for a Job	8.12	8.14
◆ Interview Others for a Job	7.54	7.86
◆ Conduct a Business Meeting	7.66	7.67
◆ Develop and Manage an Exhib. Booth	7.96	7.88
◆ Make a Sales Presentation	8.08	8.00
◆ Write an Advertisement	7.77	7.72
◆ Develop and Present on Radio and TV	7.62	7.52
◆ Write a Resume	8.27	8.23
◆ Discuss in Depth Chosen Career	8.04	8.00

# Weekly Evaluation Form

- ◆ **WEEKLY REPORT OF SUPERVISOR ORGANIZATION INTERN**
- ◆ **DATE**
- ◆ Please check the proper box. **5** being excellent and **1** being poor

# Weekly Electronic Evaluation

- ◆ **1.** Rapport/communications with customers/clients 5 4 3 2 1
- 2.** Cooperation with supervisor 5 4 3 2 1
- ◆ **3.** Rapport with Co-workers 5 4 3 2 1
- ◆ **4.** Demonstrates knowledge of a working ability in public relations policies of the organization or business 5 4 3 2 1

# Weekly Electronic Evaluation

- ◆ **5.** Time management 5  
4 3 2 1
- 6.** Recognize demands placed upon a professional in the field 5 4 3 2 1
- 7.** Ability to perform skills in technical agriculture related to job 5 4 3 2 1
- 8.** Punctuality 5 4 3 2 1
- 9.** Appearance 5 4 3 2 1
- 10.** Overall attitude 5 4 3 2 1

# Weekly Electronic Evaluation

- ◆ Please provide any additional comments:
- ◆

# Electronic Report as It Comes to Faculty Members

- ◆ Organization: ABC Enterprises
- ◆ Intern: Sue Intern
- ◆ Date: 10/24/2007
- ◆ Rapport/communications with customers/clients: 4  
Cooperation with supervisor: 5  
Rapport with Co-workers: 3  
Demonstrates knowledge of a working ability in public relations policies of the organization or business: 3
- ◆ Time management: 2
- ◆ Recognize demands placed upon a professional in the field: 2  
Ability to perform skills in technical agriculture related to job: 3
- ◆ Punctuality: 4
- ◆ Appearance: 5
- ◆ Overall attitude: 4
- ◆ Additional Comments: Making progress as a professional. She needs to work on meeting the demands of professional employment

# Evaluation ?





# Process to Evaluate and Improve Communication Skills

- ◆ Students make an oral presentation and do a writing assignment early in the 3<sup>rd</sup> year of the degree program (AGSD 302), in the first semester of the 4<sup>th</sup> Year (AGSD 405), during the 5-week block class, and after internship (AGSD 410).
- ◆ A standard Rubric is used for evaluation.

# Oral Presentation Rubric

- ◆ **Agricultural Services & Development**
- ◆ **Assessment Rubric 1: Written Communication Skills**
- ◆ Student \_\_\_\_\_  
\_ Course \_\_\_\_\_  
Date \_\_\_\_\_
- ◆ **Intended Outcome.** The student will use clear concise communication in the written form.

# Written Skills Rubric

- ◆ Structure Rating = 4
- ◆ Written work has clear and appropriate beginning, development and conclusion. Paragraphing and transitions are also clear and appropriate

# Written Skills Rubric

- ◆ Structure Rating = 3
- ◆ Written work has adequate beginning, development and conclusion. Paragraphing and transitions are also adequate

# Written Skills Rubric

- ◆ Structure Rating = 2
- ◆ Written work has adequate beginning, development and conclusion. Paragraphing and transitions are also adequate.

# Written Skills Rubric

- ◆ Structure Rating = 1
- ◆ Written work has weak beginning, development and conclusion. Paragraphing and transitions are also deficient.

# Written Communications Skills

- ◆ Rubric Evaluates on Structure, Content and Mechanics

# Oral Communications Rubric

- ◆ Evaluates on:
  - ◆ Organization
  - ◆ Eye Contact
  - ◆ Delivery
  - ◆ Audience Interactions



# Any Way You Slice it



# We Need Evaluation



Questions?



# Contact Information

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