

2020

INTERNSHIP PROGRAM



**AGRICULTURAL &
RESOURCE ECONOMICS**

URIA INSTITUTE OF
AGRICULTURE
THE UNIVERSITY OF TENNESSEE

302 Morgan Hall, 2621 Morgan Circle Knoxville, TN 37996 • 865.974.7231

economics.ag.utk.edu

2020 INTERNSHIP PROGRAM GUIDELINES
DEPARTMENT OF AGRICULTURAL AND RESOURCE ECONOMICS
UNIVERSITY OF TENNESSEE

The Department of Agricultural and Resource Economics provides an opportunity for students to supplement their educational experiences with an off-campus work experience. The program is designed to match students' interests with employers' needs so that both students and their employers benefit from participation in the internship.

Program Requirements and Policies

The following requirements and policies are designed to enhance the quality of the internship program.

1. The student must complete an application for the Internship Program.
2. Prior to submitting an application, the student must meet with his or her academic advisor and discuss how the internship will fit into the student's academic schedule.
3. The student should have completed 60 credit hours prior to participation in the internship program and have at least one semester remaining to complete the B.S. degree following the internship.
4. Academic credit for the internship (AREC 492) will only be given with approval of the internship committee and academic advisor and upon completion of all requirements for the internship program.
5. A maximum of three credit hours will be given for the internship program. The amount of credit permitted for each internship will be determined prior to the beginning of the internship by the advisor.
6. A full internship is expected to last 12 weeks, 10 weeks at a minimum. This is the minimum requirement to receive 3 credit hours for AREC 492. Credit hours for internships lasting less than the above requirements will be determined on a case-by-case basis by the internship coordinator and student's academic adviser.
7. No credit will be granted for work in family businesses.
8. The student is responsible for arranging transportation, housing and board, health and accident insurance, workmen's compensation, and liability insurance.

Student's Responsibilities

1. To complete the internship program application and have it approved by the academic advisor and the Department of Agricultural and Resource Economics internship coordinator.
2. To meet with the cooperator (employer) to develop an internship agreement. Terms of the agreement should include starting and ending dates, work schedule, days off, wages, board (if applicable), insurance provisions, responsibilities of the intern and any other important information.
3. To register for the appropriate number of credit hours in AREC 492 during the semester that the internship final report is completed. For example, a summer intern will enroll in AREC 492 Fall semester for 3 credit hours.
4. To report directly to the cooperator for instructions. The intern is expected to follow instructions outlined by the cooperator's supervisors and to meet all scheduled commitments made in connection with the internship.
5. To notify the appropriate cooperator supervisor when unable to report for work. In case of prolonged illness, accident or emergency, students should notify both the cooperator and the department internship coordinator. The UT phone number is (865) 974-7231.
6. To discuss any problems that cannot be resolved between the cooperator and the student, with the department internship coordinator.
7. To establish periodic (weekly, if possible) conferences with the cooperator.
8. To submit bi-weekly progress reports **on time** to the internship coordinator.
9. To submit a one page special project proposal during the first month of the internship.
10. To prepare a final written report following the guidelines provided in the internship packet.
11. To prepare and make a final oral presentation following the guidelines provided in the internship packet.

Cooperator's Responsibilities

1. To encourage the student to serve as a productive, thinking employee during the internship.
2. To establish a schedule of experiences that gives the intern a broad-based experience.
3. To work with the intern in defining and conducting a special project or activity during the internship that will provide benefits to the cooperator's organization.
4. To furnish appropriate counseling and guidance during the internship.
5. To acknowledge at the beginning of the internship an understanding and acceptance of the internship for both the student and the cooperator.
6. To complete and return the evaluation form supplied by the student.

(Please print or type)

**APPLICATION FOR INTERNSHIP PROGRAM
DEPARTMENT OF AGRICULTURAL AND RESOURCE ECONOMICS
UNIVERSITY OF TENNESSEE, KNOXVILLE**

Name _____ Date _____

School Address _____

_____ Phone _____

E-mail address _____ Student ID No. _____

Home Address _____

_____ Phone _____

Credit Hours Completed to Date _____ Overall GPA _____

Student's Signature _____

Academic Advisor's Signature
Indicating Approval of the Application _____

Cooperator's Name _____ Title _____

Agency or Firm _____

Address _____

Office Telephone Number _____

(Please print or type your report.
Submit by email, fax, or USPS)

PROGRESS REPORT
(Submit a Report Every Two Weeks, use additional pages as necessary)

Name _____

Name of Supervisor: _____

Name of Company or Agency _____

Report for period from: _____ To _____

Duties:

Progress on Special Project:

New Experiences:

Return to: Jon Walton
302 Morgan Hall
2621 Morgan Circle
University of Tennessee
Knoxville, TN 37996-4518

Any questions or concerns? Call Mr. Walton at (865) 386-6702. E-mail: jcwalton@utk.edu

SPECIAL PROJECT PROPOSAL

The intern is expected to submit a special project proposal during the first month of the internship. The proposal should be prepared after discussion with the intern supervisor to determine the special project to be completed. The one page proposal submitted should include:

1. Statement of problem situation
2. Statement of objective(s)
3. Means of assessing situation
4. Duration of project

The project proposal is to be submitted to the department internship coordinator for review and acceptance. The intern will be notified of acceptance or adjustments to be made.

FINAL REPORTS

Instructions:

The internship student is required to submit final written and oral reports on the internship experience. These reports will be graded and become a part of the student's file. **All final reports for internships must be submitted to Mr. Walton on or before Friday, September 18, 2020.**

Objectives for your internship reports are to:

1. Exhibit your knowledge about the business or agency and the industry in which it operates.
2. Identify major trends in the industry served by the business or agency.
3. Identify the main components of the business (e.g., sales, production, inventory, or administration).
4. Identify marketing or management skills you observed, developed, or utilized during your internship.
5. Report on the situation and analysis of the assigned special project.
6. Describe ways your internship experience could have been improved.

Suggested Outline for the Written Report: (Hint: Ask your supervisor about the history and characteristics of the business or agency.)

1. Background on the business or agency.
 - a. Why was the business or agency established?
 - b. Who competes with this business?
 - c. What are the major activities or services performed by the business or agency?
 - d. In your opinion, how could these activities or services be improved?
2. Description of your internship activities.
 - a. What were your major responsibilities?
 - b. In what aspect of the business do you feel you would best fit? Why?
 - c. Describe your working relationships with other employees.
 - d. In what ways could your internship have been improved?

3. Special project.
 - a. What was the situation associated with the special project?
 - b. How did you obtain information to analyze the situation and prepare possible solutions?
 - c. What alternative solutions were considered?
 - d. What was your final recommendation? Why? How should your recommendation be implemented?
 - e. What results can be expected from your recommendation?

You should start developing your report during the internship program. The special project is expected to be completed and presented to your cooperator prior to leaving the internship site. A copy of the total final report will be sent to your cooperator. The final report is expected to be thorough and have appropriate documentation. It is anticipated the written report will be at least 10 written pages plus exhibits and other documentation.

Oral Presentation Guidelines

Oral presentations will be similar in content to the written report. More emphasis, however, should be given to reporting on the special project. The presentation will be given to a group of students and faculty. Visual support is encouraged with either slides and/or exhibits. Presentations should be about 15 minutes in length and will be followed by a question period. The oral presentation will be considered as part of the final grade.

**COOPERATOR'S FINAL EVALUATION
INTERNSHIP PROGRAM
DEPARTMENT OF AGRICULTURAL AND RESOURCE ECONOMICS
UNIVERSITY OF TENNESSEE**

Student's Name _____ Date: _____

A. RATING OF STUDENT CHARACTERISTICS

Using the following rating scale, please evaluate your internship student. If the student made noticeable improvement in any of the characteristics during his/her program, also please make note of the fact.

Rating Scale: 1 = Excellent, 2 = Very Good, 3 = Fair, 4 = Unsatisfactory, 5 = Not applicable

Characteristics	Rating	Comments (particularly note improvement during the internship)
Ability to learn		
Interest in learning		
Speed of completing responsibilities		
Ability to perform without supervision		
Willingness to receive guidance		
Relationships with other employees		
Dependability and reliability		
Thoroughness in completing tasks		
Thoroughness of special project		
Recommendations generated by special project		
Judgment		
Personal appearance		
Enthusiasm		
Courtesy		
Overall performance		

B. GENERAL QUESTIONS

1. What characteristics did you like most about this student?
2. In what ways can the student improve?
3. Suggestions for improving the Internship Program (selection of students, specification of tasks to be performed, interaction with the Department, etc.).
4. Are you willing to participate in this program next year?

PLEASE MAIL TO:

Mr. Jon Walton
Internship Committee
302 Morgan Hall
2621 Morgan Circle
University of Tennessee
Knoxville, TN 37996-4518
Phone: (865) 386-6702
e-mail: jcwalton@utk.edu

Cooperator's Signature_____

Position _____

Agency/Firm