



INTERNSHIP HANDBOOK
FOR BACHELOR OF SCIENCE
DEGREE IN

GRAZING LIVESTOCK SYSTEMS

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*Integrating Animal Science,
Agricultural Economics &
Range & Forage Management*

GRAS 490



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CENTER FOR GRASSLAND STUDIES
COLLEGE OF AGRICULTURAL SCIENCES AND NATURAL RESOURCES



WHAT IS AN INTERNSHIP?

Webster defines an intern as “an advanced student or recent graduate in a professional field who is getting practical experience under the supervision of an experienced professional.” An internship is a temporary position within an emphasis on “on the job” training rather than merely employment (Vocabulary.com Dictionary).

GOALS OF INTERNSHIP PROGRAMS¹

The primary purposes of an internship are:

- 1) To add value to the educational experience of students.
- 2) To provide a link between theory and practice.
- 3) To provide an experiential learning opportunity for students to apply the concepts, knowledge, and skills gained in the classroom to real world situations.
- 4) To evaluate the acceptability of a future career area.
- 5) To increase the marketability of students for future employment.
- 6) To develop an awareness of community, economic, and social issues in a global society.
- 7) To acquire experiences gained through actual business/customer and employer/employee relationships.
- 8) To develop communication and critical thinking skills.

The GRLS internship program has two additional goals:

- 9) To understand and appreciate the values and business ethics of the grazing livestock industry.
- 10) To provide experiences which complement existing experiences and broaden and diversify the student’s knowledge and skill. Internships with family, neighbors, and previous employers do NOT meet the requirements of GRAS 490.

¹Undegraduate Internship Handbook. The Ohio State University Department of Animal Science.

INTERNSHIP PLANNING

(GRAS 490, 1 credit)

Internship Planning Sessions

Internship planning sessions will be held during the fall semester each year. Students will be required to attend these sessions prior to or during their junior year. A GRLS faculty member will be the instructor/coordinator of the planning sessions and will be a primary contact for students throughout the internship program.

Obtaining an Internship

- The student determines an area of interest for the internship that he/she would like to pursue. This decision can be aided by discussions with the internship coordinator, the student's academic advisor, GRLS faculty members, and others.
- Names, addresses, and contacts for potential internship providers will be made available to students by the Center for Grassland Studies and GRLS faculty. This list is a resource, but other resources may also be used to identify internship opportunities.
- Students will need to contact potential internship providers to discuss opportunities within their company or institution. Students may present the prospective internship provider with a copy of the supervisor's responsibilities from this book. However, students should not make any commitments to potential internship providers until their Internship Learning Plan is approved.
- **Students are not allowed to complete their internship with supervisors for whom they have worked previously (including home and family operations) unless a substantial new component to this experience can be proven.**

Internship Learning Plan

- A written plan must be developed by the student and provided to the internship coordinator and his/her academic advisor with the following:
 - goals and objective(s) and expectations of the experience
 - skills and knowledge that the student expects to gain from the internship experience
 - inclusive dates of internship
 - expected working conditions
- Student must provide a listing of at least three internship providers that should be able to fulfill their desired learning outcomes of the internship experience.
- Student must provide a 1-page cover letter that they could use to inquire about internship opportunities.
- Student must provide a polished and reviewed copy of resume.
- The internship learning plan must be presented to the GRLS faculty and subsequently approved.

Internship Learning Plan Outline

- I. **Statement of Purpose** – What do I hope to gain from the internship?

- II. **Academic Learning Component.** Determined by the student with assistance from his/her academic advisor and internship coordinator. The academic learning component is related to ideas, concepts, or practices related to grazing livestock systems that the student wishes to develop.
 - a. Learning Objectives – What do I want to learn?
 - b. Tasks & Strategies – How am I going to learn it?
 - c. Evidence of Accomplishment – How am I going to provide evidence of learning?

- III. **Skill Development Component.** Determined by the student with assistance from his/her academic advisor and internship coordinator. The skill development component involves problem-solving, decision-making, teamwork, and other skills specific to grazing livestock systems that the student desires to develop.
 - a. Learning Objectives – What do I want to learn?
 - b. Tasks & Strategies – How am I going to learn it?
 - c. Evidence of Accomplishment – How am I going to provide evidence of learning?

- IV. **Personal Development Component.** Determined by the student with assistance from his/her academic advisor and internship coordinator. The personal development component involves career exploration, networking, self-confidence, etc., that is related to long-term success after graduation with a degree in Grazing Livestock Systems.
 - a. Learning Objectives – Personally, what do I wish to gain from this experience?
 - b. Tasks & Strategies – How am I going to incorporate personal development into the internship?
 - c. Evidence of Accomplishment – How am I going to provide evidence of personal development?

- V. **Questions and Concerns.** As you prepare to embark on this internship experience, what are your primary questions and concerns? If you develop a listing of questions, the faculty can attempt to address those at your internship planning meeting.

INTERNSHIP

(GRAS 490, 3 credits)

Registration of Internship Credit

In most cases, students will register for 3 credit hours of GRAS 490 for the fall semester, following completion of the actual internship. During this subsequent fall semester, students will submit their daily journals from the internship, develop and deliver an oral presentation at the GRLS Internship Symposium, and complete and submit their overall internship report. The internship is not complete until these items have been submitted and satisfactorily approved by the GRLS faculty.

Prior to the Internship

- Prior to start of the internship, it is the intern's responsibility to discuss the following items with the internship provider. Employment conditions of the internship should be clearly stated in a written format for both the interns and the internship provider.
 - Compensation – pay rate, leave time, etc.
 - Liability issues – who is liable if there is an accident? Who covers cost of medical assistance?
 - Housing – some internships provide housing and others do not. If provided, what are the costs and responsibilities of each party regarding those accommodations?
 - Anything else of concern to either the intern or the internship provider.

Internship Reporting Expectations (during the internship)

- Journal - A journal must be kept and presented with the student's final report.
 - The journal must contain daily entries.
 - ✓ These entries should describe the student's activities each day.
 - ✓ Do NOT wait until the end of the week (or month or summer) to start writing daily entries; you cannot reflect upon what you did, questions that arose, etc., by waiting!
- Weekly Summaries
 - Should be maintained as part of the journal and written immediately after the week's daily entries.
 - A copy of the weekly summary should be immediately emailed to the internship coordinator and academic advisor.
 - The Summary should contain:
 - ✓ Overall impressions and perceptions of the week's activities.
 - ✓ Reflections on how the week's activities relate to student's learning objectives.
 - ✓ Outline of action plans to be taken by student, based on the week's activities.
 - What will you be doing next week?
 - What questions do you hope to get answered this next week?
 - What is needed to assure progress towards completion of learning objectives?
 - Communication with internship coordinator and academic advisor: A weekly contact by e-mail or phone is expected. The weekly emailed summaries should suffice for this; but, if the student has significant issues or must initiate a change in his/her learning objectives or internship plan, CONTACT the internship provider, internship coordinator, and academic advisor immediately.

Getting the Most from the Internship

- Keep journal current and summarize weekly.
- Communicate with your provider and others.
 - ASK QUESTIONS.
 - clearly communicate your objectives and needs.
 - communicate needs for additional experiences.
 - schedule or arrange regular, weekly meetings with your internship provider.
- Consistently refer to your internship learning plan. Are daily activities related to and facilitate accomplishment of your learning objectives?
 - If yes, GREAT!
 - If no, you may need to initiate a conversation with your internship provider. You should also discuss such issues with your academic advisor and(or) the internship coordinator.
- Take appropriate photographs to be used in your internship presentation and a related article in the Center for Grassland Studies newsletter.
 - Always, ask permission of the internship provider when taking photos.
 - Always, show these photos to the internship provider, and receive their approval to use.

Internship Presentation (after the internship)

- Interns are expected to develop and deliver a 20-minute oral presentation as part of the annual GRLS Internship Symposium. An additional 10-20 minutes will be reserved for questions and discussion. The GRLS Internship Symposium is annually conducted during the fall semester, following completion of the on-site component of the internship experience.
- Presentation Guidelines
 - PowerPoint slide presentation (~ 15-20 slides)
 - The presentation must include:
 - ✓ The student's Internship Learning Plan.
 - ✓ Discussion of company/organization background and function.
 - ✓ Discussion of how you secured this internship.
 - ✓ Discussion of internship responsibilities.
 - If possible, include photos of daily activities (need internship provider approval).
 - ✓ Discussion of the quality of the internship experience and learning outcomes.
 - Presentation should be submitted to the student's GRLS academic advisor 3 weeks prior to the GRLS Internship Symposium to allow adequate time for review.
 - ✓ Upon review, presentation should be appropriately revised.
- Faculty, staff, and students will be invited to attend all presentations. Those invited may include department heads from Agricultural Economics, Agronomy, and Animal Science. Student interns are also encouraged to invite their internship provider.
- GRLS interns are expected to participate fully in the GRLS Internship Symposium. This implies that interns are expected to attend the entire symposium, and interns are expected to provide input and ask questions of all presenters.

Final Report (after the internship and GRLS Internship Symposium)

All students are required to submit a detailed final report of their internship experience, following the guidelines below and outline presented on the next page.

- Report should be 6-10 pages long, double-spaced, with 1-inch margins and 12-point font.
- Report should include an initial title page (not part of the 6-10 page length limit) that provides ...
 - student's name and contact information,
 - internship provider's name and contact information,
 - company, ranch, and/or organizational name affiliated with the internship provider,
 - specific location of internship,
 - dates of the internship.
- Report should consist of five parts as outlined below. All parts must be submitted in sufficient detail to adequately cover what the student learned.
 - Specific questions provided as part of the report outline are to provide guidance on what should be addressed within that segment of the report. Do not copy these into the report.
 - The final report should incorporate discussion and address questions raised during the oral presentation at the GRLS Internship Symposium.
- Report must be submitted electronically to the Center for Grassland Studies (with copies to the student's academic advisor and internship coordinator) no later than one week after the GRLS Internship Symposium (unless an alternative due date is provided).

Final Report Outline

Part I: Internship Learning Plan (goals, objectives, etc.)

Part II: Background of the organization

- What is the mission of the organization and internship provider?
- Who are the clientele of the organization?

Part III: Management, training, and supervisor information

- How did the student become oriented with the responsibilities of your job?
- How did the provider help the student succeed in this position?
- What qualities did you possess prior to the internship that allowed you to succeed in this position?
- What qualities did you develop during the internship that allowed you to succeed in this position?

Part IV: Specific job information

- Describe daily responsibilities.
- Describe other responsibilities during your internship.
- What knowledge and skills gained from your course work were beneficial in helping you succeed in this position?
- What other courses and academic development would have been beneficial during your internship experience?
- What new skills did you develop as a result of this experience?

Part V: Evaluation and critique

- How did this internship fit your career goals and learning outcomes?
- Did your career goals change as a result of this internship experience?
- Describe your feelings about the value of this internship.
- If you could repeat this internship, what would you do differently? Why?
- Conduct a self-evaluation of your strengths and areas for needed improvement.
- Overall, what recommendations do you provide to improve the GRLS internship program.

Checklist for GRLS Interns

Activity	Time of Completion
<p>_____ Register for 1 credit of GRAS 490</p> <ul style="list-style-type: none"> • Attend internship planning sessions and complete assignments 	<ul style="list-style-type: none"> • Recommended fall semester of junior year. • At least 4 months prior to start of internship.
<p>_____ Identify the type of internship experience desired.</p> <ul style="list-style-type: none"> • Discuss options with your advisor. • Visit with past interns. 	<ul style="list-style-type: none"> • Will be completed during the internship planning sessions, fall semester preceding the internship.
<p>_____ Develop Internship Learning Plan</p> <ul style="list-style-type: none"> • Discuss proposal with advisor for internship approval. • Obtain advisor approval of the plan. • With advisor(s), identify potential internship providers. • Prepare resume, and have it reviewed by GRLS faculty. • Advisor schedules meeting of GRLS faculty to review proposal. 	<ul style="list-style-type: none"> • Will be completed during the internship planning sessions, fall semester preceding internship.
<p>_____ Obtain faculty-approved internship, from list of providers provided by advisor and/or GRLS faculty.</p> <ul style="list-style-type: none"> • This is student's responsibility, in consultation with GRLS faculty. 	<ul style="list-style-type: none"> • For summer, it is recommended that internship is secured by February 1; but no later than end of Spring Break.
<p>_____ Consult with advisor about due dates for paperwork.</p>	<ul style="list-style-type: none"> • At least 2 weeks before start of internship.
<p>_____ Register for 3 credits of GRAS 490</p> <p style="padding-left: 20px;">Usually fall semester, following completion of internship experience.</p>	<ul style="list-style-type: none"> • If internship requirements are not completed by end of fall semester, student will receive a temporary "incomplete".
<p>During the actual internship, you must ...</p> <p>_____ 1) Maintain a DAILY journal/log of your experience.</p> <p>_____ 2) Incorporate a WEEKLY summarization into your journal/log. Summaries should focus on what you LEARNED, not what you did.</p> <p>_____ 3) Maintain WEEKLY communications with advisor and GRLS faculty. E-mail advisor and faculty a copy of your weekly summarizations. This is your opportunity to ask faculty questions and seek advice.</p> <p>_____ 4) Document your internship experience with photos. Obviously, always get permission to take photos. Incorporate photos into your symposium presentation.</p>	<ul style="list-style-type: none"> • During the internship.
<p>After the internship ...</p> <p>_____ 1) Provide a professional image of yourself, an image depicting you involved with your internship, and a brief description of your internship to the Center for Grassland Studies for symposium promotion, the newsletter, and website.</p> <ul style="list-style-type: none"> • At least 3 weeks before the Internship Symposium. <p>_____ 2) Submit PowerPoint presentation to advisor, for REVIEW</p> <ul style="list-style-type: none"> • At least 3 weeks before the Internship Symposium. <p>_____ 3) Complete final written internship report (see guidelines).</p> <ul style="list-style-type: none"> • Turn in to the Center for Grassland Studies. • Due within 1 week of the Internship Symposium. <p>_____ 4) Complete and turn in evaluation forms.</p> <ul style="list-style-type: none"> • Please return to the Center for Grassland Studies. • Due within 1 week of the Internship Symposium. 	<ul style="list-style-type: none"> • Your internship presentation should be provided to your advisor at least 3 weeks prior to the Internship Symposium, providing him/her time to review and provide editorial comments. • Your final, written report should incorporate discussion and questions raised by audience members during your oral presentation.