



TEXAS A&M UNIVERSITY  
**COMMERCE**

**AGED 405**  
**Internship in Agriculture**

**COURSE SYLLABUS – Summer 2020**

**Instructor:** Keith J. Frost, PhD, Assistant Professor

**Office Location:** AGET 153

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**Office Hours:** The university has deemed all courses for Summer 2020 to be held at a distance with a partial university closure. My office is therefore remote and will be handled digitally. Please use email as the primary means of communication.

<b>COURSE INFORMATION</b>
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**Course Description:** An internship is an academic experience for credit hours toward a degree in a job jointly supervised by a participating employer and participating university.

**Scheduled Meeting Times:** N/A

**Textbook (Required):** None

**Course Objectives:**

Upon completion of this course and associated activities the student should be able to:

1. Provide the student with an opportunity to apply classroom knowledge and skills to real- life situations.
2. Permit the student to gain firsthand experiences associated with daily work operations, production, supervisory, and/or management roles in an industry setting.
3. Orient the student with the business/industry environment, operations, and procedures.
4. Provides an experience to assist in transition from student to professional status.
5. Implement, develop, and/or refine skills in production, management, and personnel matters.
6. Develop and refine problem solving techniques.
7. Refine communications skills with subordinates, peers, and superiors.

**Requirements for students to meet internship eligibility:**

1. Senior classification or approval of supervising faculty.
2. Overall GPA of at least 2.3 or Director approval.
3. Visit internship employer and develop an outline of goals and expectations for the student.
4. Successful completion of writing proficiency.
5. Approval of internship by supervising faculty and determination of course credits to be earned prior to enrollment.

**Student Responsibility:**

1. Perform the duties as agreed upon by the internship coordinator and the employer/supervisor.
2. Abide by all the rules and regulations of the employer.
3. Keep a weekly log of all duties or work performed. This log will include duties, thoughts, impressions, contacts, conferences with the supervisor, and samples of paperwork. This log will be reviewed by the internship coordinator at the end of the internship period.
4. Have the supervisor complete a midterm and final evaluation form.
5. Complete an internship report at the end of your internship experience. (This should be submitted within 2 weeks after completion of internship work.)
6. The student is responsible for personal development.

### **Employer Responsibilities:**

1. Interview students applying for internship.
2. Outline a projected work assignment schedule, which will provide a variety of meaningful educational experiences.
3. Assign a Company/Organization supervisor who will provide guidance, direction, and constructive criticism for the student.
4. Provide a safe workplace and advise the student of any intrinsic dangers associated with the placement.
5. Contact the internship coordinator if special problems develop.
6. Complete a midterm and final evaluation form of the student's performance.
7. Confer with the internship coordinator regarding the grade for the internship experience.
8. If possible, reimburse the student for any work-related travel or expenses incurred other than to and from work.
9. Assure that adequate time is available during normal working hours for the company/organization supervisor and student to conduct consultation, conferences, instruction, and feedback.
10. Assure adequate time is available during normal working hours for both the company/organization supervisor and the student to meet periodically with the internship coordinator or university supervisor when they visit for consultation and appraisal of progress.
11. Make arrangements with the student for compensation for work performed, if appropriate.

<b>COURSE REQUIREMENTS and ASSESSMENT</b>
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**Internship Goals:** Complete the internship goals form and return to your advisor by the Monday following first week of the official term or the commencement of your internship.

**Weekly Reports:** Every Monday, you will submit a weekly report using (or based on) the provided form via email attachment.

**Mid-Term Evaluation by Employer:** This can be completed in a paper (scanned) format or anonymous Qualtrics survey. The due date for this will be based on the timeline of your internship.

**Final Evaluation by Employer:** This can be completed in a paper (scanned) format or anonymous Qualtrics survey. This should be completed at the end of your employment.

**Internship Report:** All students taking an internship class must turn in an in-depth report on their internship experience. This report should focus not only on what the student's duties were and how they were accomplished, but also on why these duties were performed in this manner. The educational value of an internship lies in the student's understanding of the business field that they have chosen. **(Due by the start of Fall Term 2020)** The report should contain at least 5 sections:

General description. The student should include a brief history of the business, focusing on the concept, growth and development. The current status of the business should be detailed, especially as it relates to the student's area of interest. If possible, the student should discuss the goals and objectives of the business.

Specific operations. The student should present a detailed discussion of the specific components of the business that are related to the internship. These may include the marketing plan, nutrition program, breeding program, etc. Different operations are going to require differing components. The intern should focus on the operation or business that he/she served in.

Duties. The student should include a detailed summary of his/her duties while serving the internship. This section should include a discussion of what duties were performed, how they were performed, and why they were performed.

Evaluation. The student should provide an honest evaluation of the internship. Included should be discussions on the educational quality of the experience, as well as the practical aspects. A critique of the operation is also required.

Summary. The summary should include an overall look at the internship opportunity. The student should review the goals he/she had going into the internship and evaluate how well these goals were met. An indication of which courses helped prepare the student for this experience should be included, and a honest indication of suggested class changes is beneficial.

Diagrams, charts, layouts, etc., would also be beneficial to the report. Creation of an appendix would probably be very beneficial to the report.

### Assessment and Grade Determination

- A – All documents submitted on time, professionally presented, thoughtfully done, and positive employer evaluations.
- B – Documents submitted late, poorly completed and/or unprofessionally – OR – Average Reports from supervisor.
- C – Documents submitted late, poorly completed and/or unprofessionally and Average Reports from supervisor  
– OR – Poor Reports from supervisor.
- D – Incomplete/Missing documents and Poor Reports from Supervisor.
- F – Incomplete work, poor evaluations and being terminated or leaving the job without notification causing embarrassment on the student and the university

**As most of your internships will last longer than the Summer I term, your posted grade will initially be an Incomplete pending the completion of your work, submission of final evaluations, document evaluation, and submission of a grade change form.**

<b>COURSE AND UNIVERSITY PROCEDURES/POLICIES</b>
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### Course Specific Procedures:

**Plagiarism:** Plagiarism **WILL NOT** be tolerated and will result in an automatic **F** in the course. Students are expected to do their own work. Assistance with written assignments, such as proofreading or editing, is encouraged as long as the final concepts and product are those drafted and authored by the student. Information or materials (including ideas, quotes, data, procedures, etc.) from sources other than the student must be given proper credit through appropriate citation. The discipline of Agricultural Education uses the APA format (6<sup>th</sup> edition) as its primary style guide for publications, including research papers and reports. Assistance with this format and general guidelines for written assignments are available at the following source:

**Scholarly Expectations:** All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level.

**Interaction with Instructor Statement:** E-mail will serve as the primary method for out-of-class communication between the instructor and students. Therefore, students should check their university (myLeo) or other preferred e-mail account at least once daily. The instructor will attempt to answer each student-generated message within 48 hours of dispatch.

### University Specific Procedures and Language

#### **Students with Disabilities-- ADA Statement:**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

#### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

## Citizenship

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

### ***Campus Concealed Carry Statement***

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

***I believe this syllabus to be a generally solid representation of the class. I reserve the right to make changes and revisions as needed to improve the class, the assignments, provide clarity, or provide a better experience.***