



# TEXAS A&M UNIVERSITY COMMERCE

## Ag 405 Internship COURSE SYLLABUS – Summer I 2022

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### COURSE INFORMATION

#### Materials – Textbooks, Readings, Supplementary Readings:

*Textbook(s) Required:* None

#### Course Description:

This course provides the opportunity for students to gain on-the-job experience to prepare them for careers in the rapidly growing Agri-related areas of industry and business. Assignments are at an approved work situation under the supervision of a designated faculty member. Ten to twenty hours per week are required.

#### Student Learning Outcomes:

1. Students will learn multiple facets of the employing firm, agency, or organization.
2. Students will learn specific professional and technical skills that are not typically available through the university or classroom setting.

#### Graduate Student Learning Outcomes

1. The learner will be an active and involved participant through first-hand experiences and evaluating information gathered during their internship for effective learning.
2. The learner will implement good practice strategies for completing a successful internship in a variety of settings and learn how work-based instruction can impact graduate students.

## **COURSE REQUIREMENTS**

### **Assignments**

1. Submit Goals and Expectations before starting the internship.
2. Submit Weekly Progress Reports.
3. Mid-term and Final Evaluation reports by Supervisor.
4. Submit Internship Report at the end of the internship. (Students taking AG 405 for **graduate credit** see pg. 12)

### **Grading:**

A – All work completed on a timely basis and appropriate evaluations by the supervisor.

B – All work completed but weekly progress reports sent in a delinquent manner and average reports by the supervisor.

C – Poor Evaluations by the supervisor.

D – Incomplete work and poor evaluations by the supervisor.

F – Incomplete work, poor evaluations and being terminated or leaving the job without notification causing embarrassment on the student and the university.

There will be no extra credit work available.

## **TECHNOLOGY REQUIREMENTS**

There will not be any technology requirements through TAMU-C.

## **COURSE POLICIES**

### ***Course Specific Procedures/Policies***

Attendance/Lateness, Late Work, Missed Exams and Quizzes and Extra Credit

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

### **COURSE CALENDAR**

Due to the nature of this course, each student's schedule will be dependent upon their agreement with their internship supervisor and their own schedule. Assignments are due at the end of the end of the course. Progress reports will be due as assigned.

**Texas A&M - Commerce**  
**College of Agricultural Sciences and Natural Resources**  
**Internship Program**

**Purpose:**

An internship is an academic experience for credit hours toward a degree in a job jointly supervised by a participating employer and participating university.

**Program Objectives:**

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. Provide 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 two 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.

# INTERNSHIP WEEKLY REPORT

Students Name: \_\_\_\_\_ Company: \_\_\_\_\_

Student's Address: \_\_\_\_\_

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

Student's Job: \_\_\_\_\_ Date: \_\_\_\_\_

Hours Worked:

Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_

Total \_\_\_\_\_

Duties performed this week:

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Skills learned and/or developed this week: (include work related personnel, management, and other skills in addition to shortcuts, gaining speed, learning new cuts, and techniques, etc.)

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Supervisor's Evaluation of Progress: (attitude, ability, hygiene, skills, etc.)

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Other Remarks:

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

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

Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Mid-Term Evaluation by Employer

Company: \_\_\_\_\_

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

Student: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Would you please evaluate the Agricultural student on their internship work in your business? Please feel free to visit with any employees they worked with on the job and use their remarks also.

**A. Remarks on work habits (list them, good or bad)**

- |              |                  |            |
|--------------|------------------|------------|
| 1. Very good | 3. Average       | 5. Failing |
| 2. Good      | 4. Below Average |            |

Comments:

**B. How was their attendance?**

- |              |                  |            |
|--------------|------------------|------------|
| 1. Very good | 3. Average       | 5. Failing |
| 2. Good      | 4. Below Average |            |

Comments:

**C. How was their attitude toward learning and contributing to your company?**

- |              |                  |            |
|--------------|------------------|------------|
| 1. Very good | 3. Average       | 5. Failing |
| 2. Good      | 4. Below Average |            |

Comments:

**D.** What are his/her strong points on the job? (please list in detail)

- |              |                  |            |
|--------------|------------------|------------|
| 1. Very good | 3. Average       | 5. Failing |
| 2. Good      | 4. Below Average |            |

Comments:

**E.** How was their first and final impression as a potential employee?

- |              |                  |            |
|--------------|------------------|------------|
| 1. Very good | 3. Average       | 5. Failing |
| 2. Good      | 4. Below Average |            |

Comments:

**F.** Can he/she follow instructions?

- |              |                  |            |
|--------------|------------------|------------|
| 1. Very good | 3. Average       | 5. Failing |
| 2. Good      | 4. Below Average |            |

Comments:

**G.** Please rate their willingness to learn and adapt to new jobs.

- |              |                  |            |
|--------------|------------------|------------|
| 1. Very good | 3. Average       | 5. Failing |
| 2. Good      | 4. Below Average |            |

Comments:

**H.** Any additional comments:

Thank you for your support of our internship program.

Please mail or email to: Will Doss  
Assistant Professor  
2600 S. Neal St.  
PO Box 3011  
Commerce, TX 75429  
[william.doss@tamuc.edu](mailto:william.doss@tamuc.edu)

Please return as soon as possible, and again, thank you for your cooperation.

## **Final Evaluation by Employer**

Company: \_\_\_\_\_

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

Student: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Please evaluate the agricultural student on their internship work in your business. Please feel free to visit with any employees they worked with on the job and use their remarks also.

**A.** Remarks on work habits (list them, good or bad)

**B.** How was their attendance?

**C.** How was their attitude toward learning and contributing to your company?

**D.** What are his/her strong points on the job? (Please list in detail)

**E.** How was their first and final impression as a potential employee?



**F.** Can he/she follow instructions?

**G.** Please rate their willingness to learn and adapt to new jobs.

- |              |            |            |
|--------------|------------|------------|
| 1. Very Good | 3. Average | 5. Failure |
| 2. Good      | 4. Passing |            |

**H.** Final grade overall (Circle one, please)

- 1. Very Good
- 2. Good
- 3. Average
- 4. Passing
- 5. Failure

**I.** How would you rate your overall experience with this intern?

**J.** What suggestions could you give to improve upon this experience?

**K.** What additional skills, if any, would have been beneficial for the intern to have possessed?

**L.** Would you be willing to sponsor an intern in the future?

Thank you for your support of our internship program.

Please mail or email to: Will Doss  
Assistant Professor  
2600 S. Neal St.  
PO Box 3011  
Commerce, TX 75429  
[william.doss@tamuc.edu](mailto:william.doss@tamuc.edu)

Please return as soon as possible, and again, thank you for your cooperation.

## 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.

The report should contain at least 5 sections. These sections should include:

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 in 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 (*personal opinion*) 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 an 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.

### **\*\* Graduate Students Who Take AG 405 for Graduate Credit \*\***

#### **Additional Requirements for those taking this course as a Graduate Student**

In addition to the abovementioned internship report, please add the following sections to your report. Note that this information can be developed from your Company Profile PowerPoint (pg. 12):

1. In-depth discussion of the organizational structure and functions of the entire business. In other words, if you worked in the processing division of Company A, you'll need to also gather information on the other units/departments for which the company operates (the undergraduate paper does not require this). Although this part can be in your own words, be sure to cite the proper citations of sources from which the information is gathered. Include an organizational chart.

In addition to the internship report, graduate students enrolled AG 405 must complete the following:

### **Company Profile PowerPoint**

Answer the following questions and develop a PowerPoint presentation on your findings. This is due the same time as your report.

1. History: when was the company founded, and by whom?
2. Location: where is the company headquarters? Where are their products made? What is the URL of their web site?
3. Type of Sales and/or Services: What do they sell? To whom? What type of services? Who do they serve (primarily, secondary)?
4. What are their most significant products/service provided?
5. Ownership: who owns the company? Are they publicly traded? If so, what is their stock symbol and current share price?
6. Acquisitions: has the company purchased other significant companies (i.e., did they buy out the competition)? Or has the company been itself purchased by a larger company?
7. Financials: what is the company worth? What are their annual sales? (This information may not be available for privately held companies).
8. Who are their major competitors?
9. If they're a startup: who is funding them, and how much funding have they received?
10. What does the company's future look like? Where are they headed?

## INTERNSHIP GOALS AND EXPECTATIONS

Intern's Name: \_\_\_\_\_ CWID#: \_\_\_\_\_

Student Email Address: \_\_\_\_\_ Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

### AG 405

☐ 3 Hours or ☐ 6 Hours for: ☐ Fall ☐ Spring ☐ Summer

The Internship is an academic endeavor between the student and the employer. The goal of this course is to provide the intern with the opportunity to expand their knowledge gained at Texas A&M – Commerce in a supervised, practical business environment. In order to accomplish this, the student and the employer must agree on certain goals and expectations. The intern and the supervisor must complete this form prior to approval of the Internship.

#### Goals and expectations of the intern:

1.

2.

3.

4.

#### Goals and expectations of the employer:

1.

2.

3.

4.

These goals and expectations have been mutually agreed upon between all parties involved. All parties agree to meet expectations. However, they both realize that situations may dictate changes in these goals and expectations.

The above items have been mutually agreed to on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Intern-Print & Sign*

\_\_\_\_\_  
*Supervisor-Print & Sign*

\_\_\_\_\_  
*Faculty Advisor-Print & Sign*

\_\_\_\_\_  
*Department Head-Print & Sign*

## *University Specific Procedures*

### ***Student Conduct***

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/registrar/documents/studentGuidebook.pdf>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

### ***TAMUC Attendance***

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### ***Academic Integrity***

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

### ***ADA Statement***

#### **Students with Disabilities**

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 132

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.

### ***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.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

### ***Academic Honesty***

TAMUC expects its students to maintain high standards of personal and scholarly conduct. Students guilty of academic dishonesty are subject to disciplinary action. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. Academic dishonesty will not be tolerated: Any student caught violating this policy will be given a zero for the affected assignment/exam or be administratively withdrawn from the course.

- **Plagiarism** - the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.
- **Collusion** – the assistance or an attempt to assist another student in an act of academic dishonesty.
- **Self- Plagiarism** - The submission of the same work for academic credit more than once without permission.
- **Fabrication** - The falsification of data, information, or citations in any formal academic exercise.
- **Deception** - Providing false information to an instructor concerning a formal academic exercise e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- **Cheating** - Any attempt to give or obtain assistance in a formal academic exercise without due acknowledgment.
- **Sabotage** - Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.