

Syllabus

Internship Agri-Industries — AG 405-01W & AG 405-02W

Instructor: Keely Henry, M.S.

Adjunct Professor

Email: Keely.henry@etamu.edu

Office: AGET Building, Office 239

Office Hours

To assist students in person or online, I will maintain an open-door policy Monday through Thursday from 9:00 a.m. to 12:00 p.m. Students may also arrange a Zoom meeting at another mutually convenient time.

Course Meeting Time and Location

Format: Web-based via D2L

Course Description

This course provides students with the opportunity to gain on-the-job experience in preparation for careers in the rapidly growing agricultural-related areas of industry and business. Internship assignments will be completed at an approved work site under the supervision of a designated faculty member. Emphasis will be placed on developing leadership skills, effective communication strategies, and educational methods relevant to the agricultural industry.

Internship Credit Requirements:

- **3 hours of internship credit:** 20 hours of work per week
 - **6 hours of internship credit:** 40 hours of work per week
-

Course Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Apply classroom knowledge and skills to real-world agricultural industry situations.
2. Gain firsthand experience with daily work operations, production, supervision, and/or management roles in an industry setting.

3. Demonstrate an understanding of business and industry environments, operations, and procedures.
 4. Apply professional skills that assist in the transition from student to professional status.
 5. Develop and refine skills related to production, management, and personnel matters.
 6. Develop and apply effective problem-solving techniques.
 7. Demonstrate effective communication skills when interacting with supervisors, peers, and other employees.
-

Internship Eligibility Requirements

Students must meet the following requirements to participate in the internship:

- Senior classification or approval from the supervising faculty member.
 - Overall GPA of at least 2.3 or approval from the Dean.
-

Student Responsibilities

Students are expected to:

1. Perform the duties agreed upon by the internship coordinator and the employer/supervisor.
 2. Abide by all rules, regulations, and policies of the employer.
 3. Maintain a professional attitude and conduct at the internship site.
 4. Keep a weekly log documenting duties and work performed. The log should include duties, thoughts, impressions, professional contacts, conferences with the supervisor, and appropriate samples of paperwork when permitted. The log will be reviewed by the internship coordinator at the end of the internship period.
 5. Complete and submit all course assignments by the specified deadlines.
 6. Communicate promptly with the instructor regarding any problems or circumstances that may affect the completion of internship requirements.
 7. Follow rules and regulations of ETAMU.
-

Employer Responsibilities

The employer/supervisor is expected to:

1. Provide a projected work assignment schedule that offers a variety of meaningful educational experiences.

2. Provide a safe workplace and inform the student of any potential hazards or risks associated with the internship placement.
 3. Contact the internship coordinator if significant problems or concerns develop regarding the student's internship.
-

Assignments and Late Work

All assessments and assignments are due by **Sunday at 11:59 p.m.** of that week, unless otherwise stated in the course schedule or D2L.

Assignments will close automatically at the posted due date and time.

Students are expected to submit complete and properly formatted assignments on time. Late submissions will be considered only when there is a valid reason. Students should notify the instructor in advance when the reason is known or immediately after an unexpected issue occurs.

Requests for late work submitted days or weeks after the original deadline will generally not be considered.

Students are responsible for submitting all required components of an assignment by the specified deadline. Incomplete or partially finished assignments may receive reduced credit based on the work submitted.

Grading

Assignment	Number	Points Each	Total
Weekly Discussions	14	10	140
Internship Reports	6	100	600
Resume	1	100	100
Cover Letter	1	100	100
Total			940

Final Grade Scale

Grade Points

A	900–940
B	800–899
C	700–799

D 600–699
F 0–599

Course Policies and Expectations

Professional Behavior

Students are expected to maintain a professional demeanor at all times. East Texas A&M University expects students to conduct themselves in a manner appropriate for an academic and professional environment, as do current and future employers.

Rude, disruptive, disrespectful, or inappropriate behavior will not be tolerated. Academic dishonesty and cheating in any form are also prohibited. Repeat offenses may result in additional consequences in accordance with university policies.

Class Attendance and Participation

Because this is a web-based course, students are expected to participate in the required weekly discussions and complete assignments according to the course schedule. Participation will be monitored by the instructor.

Assignment Expectations

Submitted assignments must:

- Be correctly formatted.
- Be complete.
- Be submitted by the stated deadline.
- Be free of avoidable spelling, grammatical, and stylistic errors.
- Include all required components.

Spelling, grammar, formatting, and writing errors may negatively affect assignment grades.

Changes to the Course Schedule

While every effort will be made to follow the published course schedule, changes may occasionally be necessary. Any schedule changes will be communicated through university email and/or D2L. Students are responsible for checking course-related communications and becoming aware of any announced changes.

Course-Related Communication

University email will be the primary method of communication regarding course activities, schedule changes, assignments, and internship-related opportunities. Students are responsible for checking their university email and responding to course-related communications in a timely manner.

Drop Course Policy

Students are responsible for dropping themselves from the course according to current University policies if dropping the course becomes necessary.

Syllabus Changes

The instructor reserves the right to make reasonable changes to the syllabus, course schedule, assignments, or course requirements when necessary. Students will be notified of significant changes through university email and/or D2L.

Course Schedule

Week	Assignment
Week 1 Aug 20-23	Introduction Discussion
Week 2 Aug 24-30	Weekly Discussion, Internship Report 1
Week 3 Aug 31- Sep 6	Weekly Discussion
Week 4 Sep 7-13	Weekly Discussion, Internship Report 2
Week 5 Sep 14-20	Weekly Discussion
Week 6 Sep 21-27	Weekly Discussion, Internship Report 3
Week 7 Sep 28-Oct 4	Weekly Discussion
Week 8 Oct 5-11	Fall Break (8 th -9 th) No Assignments
Week 9 Oct 12-18	Weekly Discussion, Resume
Week 10 Oct 19-25	Weekly Discussion, Internship Report 4
Week 11 Oct 26- Nov 1	Weekly Discussion
Week 12 Nov 2-8	Weekly Discussion, Internship Report 5

Week 13 Nov 9-15	Weekly Discussion
Week 14 Nov 16-22	Weekly Discussion, Internship Report 6
Week 15 Nov 23-29	Thanksgiving Break
Week 16 Nov 30- Dec 6	Weekly Discussion
Week 17 Dec 7-11	Final Cover Letter, Resume

Note: The course includes 14 weekly discussions, six internship reports, one resume assignment, and one cover letter assignment for a total of 940 possible points.

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 Handbook:

[East Texas A&M University Student Handbook](#)

Students should also consult the Rules of Netiquette for information regarding appropriate interaction in online forums:

[Rules of Netiquette](#)

East Texas A&M Attendance

For more information about the University attendance policy, please visit:

[East Texas A&M Attendance Policy](#)

Academic Integrity

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all scholastic work. Academic dishonesty is prohibited and will be addressed according to University policy.

Students should consult the applicable University procedures for undergraduate or graduate academic dishonesty.

Counseling Center

A student who faces a crisis or a serious and unforeseeable event that affects class performance should contact the Counseling Center and notify the instructor as soon as possible if the event affects course assignments or participation.

Counseling Center

Halladay Student Services Building, Room 203

Phone: (903) 886-5145

Students have 24/7 access to the Counseling Center's crisis assessment services by calling (903) 886-5145.

[East Texas A&M Counseling Center](#)

Students with Disabilities / ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for individuals with disabilities. Among other requirements, the ADA ensures that students with disabilities have access to a learning environment that provides reasonable accommodations.

Students who require accommodations should contact:

Office of Student Disability Resources and Services

East Texas A&M University, Gee Library, Room 162

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

Fax: (903) 468-8148

Email: studentdisabilityservices@etamu.edu

Office of Student Disability Resources and Services**Nondiscrimination Notice**

East Texas A&M University will comply in the classroom and in online courses with all applicable 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. An environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will also be maintained.

AI Use Policy

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, and other software capable of generating text or suggesting replacements for text beyond individual words, as determined by the instructor.

Any use of such software must be documented. Undocumented use of AI software may constitute academic dishonesty or plagiarism.

Students are fully responsible for the content of any assignment they submit, regardless of whether AI was used in preparing the assignment. This includes situations in which AI generates inaccurate information, plagiarizes another source, or misrepresents sources.

Campus Concealed Carry Statement

Texas Senate Bill 11 (Government Code 411.2031, et seq.) authorizes the carrying of a concealed handgun in Texas A&M University buildings only by individuals who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers and individuals otherwise authorized to carry a concealed handgun under Texas law are also permitted to do so.

Pursuant to Penal Code (PC) 46.035 and East Texas A&M Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of restricted locations, please refer to the University's Carrying Concealed Handguns on Campus information and/or consult the appropriate event organizer.

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M campuses. Violations should be reported to the University Police Department at (903) 886-5868 or 9-1-1.

Important Student Reminder

Students are responsible for:

- Checking D2L regularly.
- Checking university email regularly.
- Completing weekly discussions and internship reports by the posted deadlines.
- Maintaining accurate internship work logs.
- Communicating promptly with the instructor and internship supervisor about problems or concerns.
- Following all policies and procedures of the internship employer and East Texas A&M University.
- Maintaining professional behavior throughout the internship experience.