TEXAS TECH UNIVERSITY

Department of Agricultural Education & Communications

Internship Manual
Congratulations on your internship!

You have just taken your first step toward your successful career.

Internships are one of the most valuable learning experiences you can have during your collegiate career. In the next few months, you will gain real-world experience in the field you are interested. Enclosed you will find all the necessary forms and details that must be reviewed and turned into your adviser prior to your internship.

**Internship Manual**

- This must be a legitimate communications internship. If you are not sure what constitutes a legitimate internship, please visit with your academic advisor.
- Your internship cannot be with a member of your family.
- You must enroll in ACOM 4000 to receive internship credit.
- You must complete the contract and agreement, and write your initial reflection prior to starting your internship.
  - Failure to turn in these documents on time will result in being dropped from internship hours.
- Semester credit hour enrollment shall be commensurate with length and time of the internship. The student should negotiate this with his or her academic adviser.
- If problems or disagreements arise during the internship, contact your faculty adviser as soon as possible so that a resolution can be achieved.
- An internship evaluation must be completed by your supervisor before you give your final internship presentation. This evaluation will be a Web-based survey; when your internship is complete, contact your academic adviser so that a link to the survey can be sent to your supervisor. You will not receive credit until your supervisor completes the survey!
- Your final examination will include an oral presentation and a portfolio of your work over the internship. Failure to complete your final examination may result in failure of the class.

**Professionalism**

You are representing the Department of Agricultural Education and Communications, the College of Agricultural Sciences and Natural Resources, Texas Tech University, and most importantly, yourself during your internship. Please represent all of these entities with the utmost pride and professionalism.

Your time at your internship will be spent applying and developing skills and abilities relative to your degree and career plans. This is YOUR internship and your chance to shine for a potential employer.

You will be on time for work, dress appropriately, and contact both the employer and your faculty adviser when problems arise.
Before you begin and during your internship, please adhere to this professionalism checklist

- Google yourself
- Check your Facebook/MySpace site for any comments or pictures that could harm you
- Order a free credit report from Equifax, Experian, or TransUnion
- Make sure your outgoing message on your voice mail sounds professional
- Use your TTU e-mail for professional correspondence.
- Be aware that many employers will require a drug test
- Be aware that internet information is cached and can be found even after you have removed it

Making the Most of your Internship

Your First Week
Your organization may offer a formal orientation or may show you around and make introductions. Take advantage of this opportunity to get to know more about the company. Although some organization may not offer an orientation, you should observe the following:

- How do people dress?
- Are they formal or informal when they approach each other?
- How do people communicate? (e-mail, phone, in person)
- What are their work habits?
- Does your supervisor work through lunch, and then stay late?

During your first week expect to be introduced to the top officials, meet other interns, learn about the history and mission of the organization, and review organizational policies such as absenteeism, use of property, sexual harassment, safety practices, dress codes, and specific policies. It is highly suggested that you read about the organization to find out about the history and the mission. Ask to attend meetings with departments and to have a tour. Arrange to meet key people in the organization. Take advantage of workshops or seminars.

Tips

- Listen more than talk.
- Show respect for all people.
- Show an interest in and commitment to attending organized sessions for interns.
- Come prepared for work.
- Dress in appropriate professional clothing.
- Show support for colleagues by attending social functions.
- Treat your co-workers as you would like to be treated.
- Help out willingly when asked.
- Establish credibility by performing your job competently.
- Ask good questions; avoid asking questions about skills that you are expected to know.

Avoid

- Criticizing people, policies or procedures.
• Working on homework or other school tasks or surfing the Internet.
• Spending so much time getting to know other that you are unable to perform assigned tasks.
• Acting like a know-it-all, but failing to demonstrate competence in your area.
• Criticizing your supervisor, or going behind his/her back to get something.

The Basic Work Requirements
• Report when scheduled.
• Notify your supervisor if you cannot be at work.
• Keep your supervisor informed about what you are working on.
• Take appropriate safety precautions if working around people and equipment.

If problems arise . . . You are encouraged to talk directly with the person with whom you have the problem first. If the problem is with a coworker that cannot be resolved, then talk with your site supervisor. You are encouraged to address the issues, come up with solutions and reach an agreeable solution. If this cannot happen, then approach your faculty supervisor for advice. Always maintain good communication, respect for others and an understanding of the expectations.
Internship Contract

Before completing your internship, you must complete this contract. There are three parts: the checklist, the agreement, and your signatures. Please initial in the space provided.

**Internship Checklist**

As part of your internship contract, you must complete this checklist. It signifies that you have read and understood the information provided in the internship manual. Please initial in the space provided to signify that you have read the internship manual.

**Before your Internship**

- I have read the internship handbook.
- I understand that this must be a legitimate communications internship.
- I have discussed credit hours with my adviser.
- I have read and understood the professionalism section and will act in a professional manner.
- I have enrolled in ACOM 4000.
- I have signed the internship contract.
- I have completed my internship expectation reaction.

**During your Internship**

- I will report to my internship when I am scheduled.
- I will arrive at work on time, exhibit a positive attitude, and show a willingness to learn.
- I will dress appropriately for the job.
- I will contact my academic advisor if any problems arise during my internship.
- I will save examples of my work for my professional portfolio.

**Toward the End of Your Internship**

- I will make sure my internship supervisor completes the online survey evaluation.
- I will create a final presentation.
- I will write a thank you letter to my internship supervisor.
- I will place my thank you letter in an addressed and stamped envelope that will be turned in during my presentation.
**Internship Agreement**

As part of your internship contract, you must complete this agreement form. It provides the necessary information for faculty within the Department of Agricultural Education and Communications to stay in contact with your internship supervisor. Please provide information for the following questions and statements:

### General Information
- **Your Name:**
- **Academic Adviser:**
- **Internship Title and Location:**
- **Internship Supervisor:**
  
  Note: Internship Supervisor should be the person overseeing your work and the most likely person to evaluate you at the end of the internship.
- **Internship Address:**

### Internship Supervisor Email:

### Internship Supervisor Telephone:

### Internship Logistics
- **Internship Start Date:**
- **Internship End Date:**
- **Is the internship paid? If so, what is the amount?**
- **Estimated hours per week:**
- **Hours of semester credit (as agreed upon by your academic adviser):**

### Internship Duties and Requirements

In the space provided, please describe the duties and requirements of the proposed internship. Discuss any major projects or daily tasks that are expected:
Internship Contract

This internship agreement has been made between ____________________________ (adviser) and ____________________________ (student name) on ____________________________ (date).

By providing my signature at the bottom of the page, I agree to abide by the guidelines of the internship manual throughout my internship.

____________________________ (Printed Adviser Name)  ________________ (Printed Student Name)

____________________________ (Signed Adviser Name)  ________________ (Signed Student Name)

____________________________ (Date)  ________________ (Date)
Internship Expectations

Instructions: You are expected to write a short document (1-2 pages double-spaced) that details your expectations for your internship. This document should be uploaded to Blackboard within two weeks of beginning your internship.

When you give your presentation at the conclusion of your internship, also include this document in your portfolio.

Answer the following questions:

• What are your expectations for this experience?
  o What do you hope to accomplish in this internship?
  o What are your specific goals?

• What are your initial reactions to your first few days?
  o What are you looking forward to?
  o Is there anything you are disappointed about?

• What is going to be your biggest challenge in your internship?
  o How are you planning to overcome it?

• How does this internship relate to your long-term educational or career goals?
Final Internship Requirements

At the end of your internship, you are expected to complete three tasks: complete a final internship reflection, write a thank you letter, and conduct a final presentation. Each of the tasks is outlined below.

Final Internship Reflection

Instructions: Your final reflection (2 pages double-spaced) should be submitted via Blackboard within a week of completing your internship and before your final presentation. When you give your presentation at the conclusion of your internship, include this document in your portfolio.

Answer the following questions:

• Write a brief summary of your experience.
• Were your expectations for this experience realistic? Why or why not?
• Did you accomplish your goals for this experience? Why or why not?
• What did you learn about yourself through this experience? How did you change?
• What was the most rewarding aspect of this internship?
• What was the most challenging aspect of this internship?
• What changes would you make if you had the chance to do this internship over again?
• What recommendations would you give to other students doing an internship at this location?

Internship Thank You Letter

Instructions: You are expected to write a thank you letter at the conclusion of your internship. At your final presentation, you must provide your internship adviser with this thank you letter and a self-addressed, stamped envelope. Your internship adviser will then mail your thank you letter to your internship supervisor.

Final Presentations and Portfolio

You will present a final oral presentation concerning your internship. Ideally, this will be completed during the last week of classes of the semester of your internship. If necessary, other scheduling arrangement will be made.

Your final presentation may be PowerPoint, Prezi, or any other media to demonstrate what you have learned. Your presentation needs to answer these questions:

• Where did you intern?
• What were your responsibilities?
• What did you learn, and what was your biggest area of growth?
• What was your favorite/ most exciting part of your internship?
• What was your least favorite/ exciting part of your internship?
• What are your plans for the future based upon this internship?

You must also bring a portfolio to your presentation to show your work during your internship. This portfolio must be bound and include writing, design, photography, Web design, or other tangible examples to demonstrate what you learned. If your internship was video based, bring a DVD or CD of your work. Your portfolio must also include the two assignments you posted to Blackboard.