



TEXAS TECH UNIVERSITY

Department of Agricultural Education & Communications

Internship Guide Book

DEPARTMENT OF AGRICULTURAL EDUCATION AND COMMUNICATIONS

Internship Guide Book

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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. This manual includes information that will help you make the most of your experience. Enclosed you will find all the necessary forms and details that must be reviewed prior to your internship. Additionally, you are required to read this manual and attend the orientation session that will be offered on the university's Dead Day of the semester before you begin your internship.

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Internship Requirements

- This must be a legitimate communications internship. If you are not sure what constitutes as a legitimate internship, please visit with your academic adviser.
- Your internship cannot be with a member of your family.
- You must enroll in ACOM 4000 to receive internship credit.
- You must attend an internship orientation on the last day of class before the semester of your internship. Orientation begins at 4 p.m. in Room 206 of the Agriculture Education and Communications Building. If you have a class conflict, you must negotiate a make-up session with your adviser.
 - i.e. If your internship occurs in the spring semester, you must attend the orientation on last day of class in December.
- A detailed agreement between you, the employer or firm, and the faculty adviser describing assignments and requirements must be completed and signed before the last day to add a class in the semester of your internship. **See Appendix A for the agreement form.** Failure to turn in the agreement on time will result in being dropped from internship hours.
 - The last day to add a class is usually within the first five days of classes. See the University Academic Calendar on the Texas Tech Web site for specific dates.
- Bi-weekly reports detailing activities must be kept and posted to Blackboard every two weeks. Failure to post bi-weekly reports may result in failure of the class. **See Appendix B for guidelines.**
- Semester credit hour enrollment shall be commensurate with length and time of the internship. 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! **A copy of the questions that your supervisor will be asked is in Appendix C.**
- Students expecting a final grade during the semester of the internship must complete all assignments and make the oral presentation during the last week of classes of the semester of the internship. See the next section for details on your final presentation.

Final Presentation and Portfolio

- You will present a final oral presentation concerning your internship to a committee consisting of your internship adviser, a second faculty member, and another student before a final grade is submitted. This will be conducted during the last week of classes of the semester of your internship.

- Your final presentation may be Power Point, video, slide shows, flip-charts, or any other media to demonstrate what you learned. Your presentation needs to answer these questions:
 - Where did you intern?
 - What did you learn, and what was your biggest area of growth?
 - What were your responsibilities?
 - 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 any writing, design, photography, Web design, or other tangible demonstration of what you learned. If your internship was video based, bring a DVD or CD of your work. Your portfolio must also include all of your bi-weekly reports.

Internship Checklist

Before your internship

- _____ Read the Internship Handbook.
- _____ Enroll in ACOM 4000 for the appropriate credit hours.
- _____ Fill out the internship agreement with your internship supervisor and turn in before the last day to add classes for the semester of your internship
- _____ Attend orientation on last day of classes the semester before your internship begins.
- _____ Sign the rules and regulations form (**See Appendix D**).

During your internship

- _____ Arrive at work on time; exhibit a positive attitude; and willingness to work and learn.
- _____ Dress appropriately for the job.
- _____ Complete bi-weekly reports and upload them to Blackboard.
- _____ Save examples of your work.

Toward the end of your internship

- _____ Have your supervisor complete the online survey to evaluate your performance.
- _____ Create your final presentation.
- _____ Compile your bi-weekly reports and work samples into a bound, professional portfolio.
- _____ Sign up for a time to give your presentation (this will be during the last week of school for that semester).

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, please adhere to this job checklist provided by University Career Services:

- Check any police reports for previous offences
- 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

Internship Orientation Agenda

Before you begin your internship, you must attend a one-hour orientation at 4 p.m. on the last day of classes in the semester preceding your internship. This is an outline of the topics covered in orientation.

1. An overview of your internship requirements and expectations.
2. Getting started at your internship (information provided by University Career Services).
3. Professional dress.
4. Work ethic.
5. Business etiquette, asking questions, dealing with co-workers.
6. Dealing with problems at your internship.
7. Complaining about work.
8. Facebook and MySpace.

Appendix A

Internship Agreement

Student: _____

Internship Title & Location: _____

Employer: _____

Supervisor: _____

Address: _____

Telephone: _____ Supervisor's e-mail: _____

Internship start date: _____ Internship end date: _____

Is this internship paid? _____ If so, what pay rate? _____

Describe the duties and requirements of the proposed internship. Discuss any major projects or daily tasks that are expected:

Other terms or information for this agreement:

Who will evaluate performance on this internship? _____

Hours of semester credit: _____ Final presentation date: _____

Student/date

Supervisor/date

Adviser/date

Appendix B

Bi-weekly reports

Instructions: Write a report every two weeks answering the questions below. Post your report every two weeks on Blackboard. When you give your presentation at the conclusion of your internship, you should each report in your portfolio. Your bi-weekly reports will be considered in assigning your final grade.

1. Describe the job-related activities that were completed during the past two-week period.
2. Describe any new activities that you were responsible for during the past two weeks.
3. Discuss any difficulties/issues/problems during the last two weeks.
4. My job-related goals for the next two weeks are the following:

Appendix C

Evaluation of intern by employer/supervisor

Note to student: This document is to be completed via online survey. When your internship is complete, your adviser will e-mail the survey link to your supervisor. The information below is to help you understand how you will be evaluated.

Name of student intern: _____

Company name: _____

Intern's supervisor: _____

Address: _____

Telephone: _____ E-mail address _____

Please evaluate the intern on each of the areas listed below by circling the appropriate number to indicate their level of performance and competence.

	Poor	Fair	Good	Excellent	
Completes tasks on time	1	2	3	4	N/A
Dependability	1	2	3	4	N/A
Eagerness to work/learn	1	2	3	4	N/A
Self motivation	1	2	3	4	N/A
Personal appearance	1	2	3	4	N/A
Interaction with people outside the organization	1	2	3	4	N/A
Acceptance of constructive criticism	1	2	3	4	N/A
Maturity	1	2	3	4	N/A
Integrity	1	2	3	4	N/A
Tactfulness	1	2	3	4	N/A
Having "common sense"	1	2	3	4	N/A
Ability to follow directions	1	2	3	4	N/A
Willingness to assume responsibility	1	2	3	4	N/A
Ability to work in harmony with others	1	2	3	4	N/A
Ability to work without close supervision	1	2	3	4	N/A
Ability to express ideas orally	1	2	3	4	N/A
Receptiveness to supervision	1	2	3	4	N/A
Written communication skills	1	2	3	4	N/A
Emotional stability	1	2	3	4	N/A
Leadership ability	1	2	3	4	N/A
Professionalism	1	2	3	4	N/A
Creativity	1	2	3	4	N/A
Problem solving ability	1	2	3	4	N/A

Please summarize the intern's strong points:

In what areas has the intern made the greatest gains during this internship?

Please summarize the intern's major weaknesses and suggest improvements:

What recommendations would you give the intern for employment, either for your company or a similar company?

Based on this report and your observations, what grade do you recommend?

A B C D F
(Circle one)

Signature of supervisor: _____ Date: _____

List any comments or suggestions for improvement of the departmental internship program:

Appendix D

Rules agreement

CHECK

- _____ 1. I will be on time for work at my internship.
- _____ 2. I will consult my supervisor to determine appropriate dress for their company and will dress accordingly.
- _____ 3. I will abide by the rules of the workplace that my supervisor describes.
- _____ 4. If a problem arises, I will first try to work with my supervisor to achieve a resolution. If the issue cannot be resolved, I will contact my faculty internship adviser.

Intern's Signature