

Department of Agricultural & Applied Economics
Texas Tech University

INTERNSHIP POLICY

The Department of Agricultural and Applied Economics (AAEC) internship program at Texas Tech University allows select students to obtain experience in an actual professional work environment. The primary purposes of the program are to:

- Provide students an opportunity to develop a meaningful and relevant professional experience in a business firm or public agency.
- Offer students an opportunity to explore a field of interest concurrently with their classroom studies and improve their abilities to make a career decision.
- Increase student motivation by demonstrating practical applications of principles and theories learned in formal courses.
- Supply prospective employees with managerial training and experience in positions with industry and public agencies.

The program is administered by the department through the Internship Committee, led by the departmental Internship Coordinator. The program provides a learning experience for motivated students to observe and participate in managerial decision-making processes. The program also requires an educational commitment from participating firms and agencies to provide appropriate experiences, supervision, and observation. The program is not designed to be a work program where the intern is expected to perform a job normally performed by a member of the firm or agency.

REQUIREMENTS:

The internship program is an elective and not a requirement. To be eligible, students must have at least Junior standing, a minimum TTU (institutional) of 2.5 overall, and 2.75 in AAEC courses. Before enrollment, students must have completed AAEC 3315 and AAEC 2401. Exceptions to these requirements may be permitted at the discretion of the Internship Coordinator.

Enrollment is not limited to AAEC majors; the minimum requirements apply to all candidates. An enrolled student is required to register for credit hours in AAEC 4000, with a maximum of 12 credit hours. Credit will not be given for internships completed before receiving approval for the internship.

SCHEDULING AND EVALUATION:

The internship provides a student with an off-campus educational experience consisting of placement with a firm or agency for several weeks depending on predetermined credit hours of AAEC 4300. The program is available during the fall, spring, and summer sessions. On completion of the off-campus portion of the program, in addition to the final internship report, the student may be asked to present a seminar describing their experiences. The seminar should relate to the formal training received and professional experience at the business or agency. Faculty, students, and cooperating firm/agency representatives may be invited to the seminar.

Upon successful completion, credit is granted for predetermined credit hours of AAEC 4000, recorded in the respective term. The credit hours on the internship program can be used for free elective credit and one three-hour course from the AGBS Curriculum Group (for Agribusiness and Dual Degree majors). They may not be substituted for required courses in AAEC departmental programs. The final grade assignment depends on evaluating the intern's performance given by the participating firm or agency, the

midterm progress report submitted by the intern, and the final written report. The Internship Coordinator will assign the final grade in consultation with members of the Internship Committee. The Internship Coordinator will retain one copy of the final report.

RESPONSIBILITIES OF THE INTERN

Students interested in an internship must apply (using the online application form: https://www.depts.ttu.edu/aaec/Undergraduate-internships/internship_application.php) before mid-semester of the term before the term they plan to be off campus.

Students must submit a written midterm report on their experiences to the Internship Coordinator. The midterm report is three to five paragraphs (12 pt. font, double spaced) submitted as the body of an email, briefly describing the intern's understanding of (1) the general operations of the firm/agency at the intern's location, (2) the primary responsibilities of the intern's direct supervisor, and (3) the identity of and the needs of the primary customer who is serviced from the intern's location. The midterm report must be submitted by October 31, March 31, and June 30 for fall, spring, and summer internships.

The final internship report should follow the prescribed guidelines (https://www.depts.ttu.edu/aaec/Undergraduate-internships/report_guidelines.php) and be submitted before the final examination week of the respective semester for graduating students.

Non-graduating students may request an extension of the report deadline up to four weeks after the term in which the internship was served.

RESPONSIBILITIES OF THE DEPARTMENT OF AGRICULTURAL AND APPLIED ECONOMICS

In consultation with the departmental Internship Committee members, the internship coordinator will inform the applicant of the final determination on admission to the internship within two weeks of receiving the application. The Internship Committee reserves the right to interview each candidate to determine eligibility.

This Internship Committee will approve the participating firms and monitor and evaluate the intern's performance. The Internship Coordinator will serve as the intern's direct supervisor.

RESPONSIBILITIES OF COOPERATING FIRMS AND AGENCIES

The firms and agencies cooperating in the internship program may interview potential internship participants. The off-campus experience should include a broad overview of the operational and managerial functions of the firm or agency the intern serves. The program should also allow the intern to meet with top administrators to observe the decision-making process, attend staff meetings, and discuss operational problems.

The firm or agency will provide a final evaluation of the intern's performance. This evaluation should be completed during the last week of the internship, discussed with the intern, and emailed directly to the Internship Coordinator (sukant.misra@ttu.edu). In the evaluation, the intern's supervisor should comment on the intern's strengths and deficiencies and suggest types of training that could have improved the intern's performance.

The firm or agency should provide appropriate workspace for interns. This should be where the intern works with a reasonable degree of privacy. The cooperating firm or agency may contribute to the intern an educational stipend to cover extra expenses beyond those customarily incurred in residence on campus. The stipend contributed by the firm or agency is subject to the following: 1) will not be considered payment for past, present, or future services rendered; 2) is solely for the educational training and development of the intern; benefits to the firm from the intern's activities are incidental; and 3) is not to compensate for full-time students' educational expenses while in school.