

SYLLABUS

CONTACT: Office of Academic Programs
2-64 Agriculture Building
College of Agriculture, Food and Natural Resources
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INTERNSHIP SUPERVISOR: Professional in an approved business, organization or governmental agency.

COURSE DESCRIPTION: Field-based learning experience combining the study, observation, and employment with a business, organization, or governmental agency. The internship provides opportunities to apply skills, concepts and theories about agriculture, food and natural resources in a practical context. The student intern, internship supervisor, and university coordinator will develop an individualized internship plan.

Credit (1 – 6 credits)

- One to six credit hours based on the time commitment of one credit hour per 45 clock hours of internship experience.
- Serves as a capstone experience, if completed during the last 45 credit hours, for students seeking a Bachelor of Science in Agriculture.

PREREQUISITES AND REQUIREMENTS:

- Junior standing
- Consent of Coordinator (Instructor)
- Internship experience must be concurrent with enrollment in AFNR 4993. (Ex: must be enrolled during the summer semester for a summer internship experience.)
- *Internship Agreement* is due by the last day to register, add, or change sections. Students who fail to meet this deadline may be administratively dismissed from the course.

OBJECTIVES:

1. Gain practical experience within the agriculture, food, fiber, and/or natural resources sectors.
2. Develop a greater appreciation of career opportunities while more clearly defining personal goals.
3. Develop and improve time, stress management and problem-solving skills.
4. Observe, analyze, and apply professional behaviors in businesses, commodity organizations and/or governmental agencies.
5. Demonstrate creativity, initiative and responsibility.
6. Apply a variety of verbal, written, and interpersonal communication skills.

7. Complete learning outcomes identified by the intern, internship supervisor, and university coordinator.
8. Compile a portfolio documenting knowledge and skills learned during the internship.

MATERIALS:

- Internship Agreement
- Reflective Internship Journals (weekly)
- Learning Outcomes
- Internship Evaluation (mid-session and final)

GENERAL GUIDELINES:

- 1) Your internship experience is an opportunity to learn as much as possible about a potential career area and employer. After completing your internship, you should be able to make a more informed decision about pursuing a career in the area.
- 2) Strive to exemplify professionalism in your attitude, dress, conversation, and actions. Your internship supervisor or a business client may be a potential employer.
- 3) Internship supervisors value quality work and initiative, however do not hesitate to ask for assistance if you have questions.
- 4) You will be meeting many new people, learning new skills, operating on a business/professional schedule, etc., so be aware that you may feel a bit overwhelmed at the beginning of the internship. A positive attitude and ability to be flexible will be valuable in adjusting to your new environment. Give yourself time to be comfortable with the internship.
- 5) In addition to representing yourself, you are also representing the College of Agriculture, Food and Natural Resources and the University of Missouri.

Professionalism: The internship is an opportunity for students to learn in a real-world context. Interns will gain valuable insights by learning not only “what is done,” but also “how it is done” at the business, organization, or governmental agency. Interns should assume responsibility for the quality of their experience and take the initiative to gain involvement possibilities.

The ability to work well with other people and to maintain desirable relationships are qualities that every business professional should strive to develop. Interns should endeavor to be courteous, cooperative, and sincere in dealing with co-workers and clients. A professional attitude, conduct, and appearance are expectations during the internship. In addition to establishing relationships with future business professionals, the intern will be representing the College of Agriculture, Food and Natural Resources and the University of Missouri.

An important role of the coordinator is to assist in keeping channels of communication open between the internship supervisor and the intern. Through listening and sharing, the coordinator and the internship supervisor can help an intern overcome those barriers that may hinder his/her potential to become a successful professional.

ACCESSIBILITY STATEMENT: If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify the Office of Disability Services, A048

Brady Commons, 882-4696 or your course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

ACADEMIC HONESTY: Academic honesty is fundamental to the activities and principles of any university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain advantage not given to all students is dishonest whether or not the gain is successful. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences that range from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, or collaboration, consult the course instructor.

COURSE ASSIGNMENTS AND EVALUATION

Criteria	Points
Reflective Internship Journals (weekly) <ul style="list-style-type: none"> <input type="checkbox"/> Goals and accomplishments are to be reported each week <input type="checkbox"/> Reflection on experiences (focus on what you learned vs. listing tasks) <input type="checkbox"/> Submit by e-mail to the course coordinator <input type="checkbox"/> Submit no later than Monday following the week the report covers <input type="checkbox"/> Reports will be reduced 25% for each day submitted late 	100
Internship Supervisor's Evaluation <ul style="list-style-type: none"> <input type="checkbox"/> Mid-Point – determined by the start and ending date (100 points) <input type="checkbox"/> Final – determined by the ending date (100 points) 	200
Learning Outcomes <ul style="list-style-type: none"> <input type="checkbox"/> Developed at the beginning of the internship <input type="checkbox"/> Evaluated and documented by the internship supervisor at the completion of the internship 	100
Coordinator's Evaluation	50
Portfolio documenting the accomplishments, knowledge, and skills developed during the internship. The portfolio will be evaluated on the following: <ul style="list-style-type: none"> <input type="checkbox"/> Table of contents <input type="checkbox"/> Content (artifacts) documenting the knowledge and skills learned <input type="checkbox"/> Narrative(s) describing the contents (artifacts) <input type="checkbox"/> Quality of content (artifacts) <input type="checkbox"/> Organization and neatness 	150
TOTAL	600

Grading Scale

A+ = 99.0 – 100%	B+ = 87.0 – 89.9%	C+ = 77.0 – 79.9%	D+ = 67.0 – 69.9%
A = 94.0 – 98.9%	B = 84.0 – 86.9%	C = 74.0 – 76.9%	D = 64.0 – 66.9%
A- = 90.0 – 93.9%	B- = 80.0 – 83.9%	C- = 70.0 – 73.9%	F = below 64.0%