

3995 WI Course: Internship. Dept. of Agriculture, Agribusiness and Environmental Sciences

PLSS 3995; AGSC 3995; AGBU 3995 or AGRI 3995

This Internship Course is a Writing Intensive Course, which means that a good portion of the course required improvement in writing proficiency.

Grading for this course:

Writing Portion: Up to 2% of the final course grade will be dependent upon completion of writing assignments. In other words, without turning in any writing assignments, the very highest grade for this course will be a letter grade of 'C'.

Timeliness: On Time Completion of Final Writing Assignments is very important. The final grade for this course is due at the end of the semester. To qualify for an 'A' grade, all written assignments must be turned in before the end of the semester in which you are taking this course. If you decide to complete the written assignments and turn them in late (within 4 months after the end of the semester in which you enrolled for internship course credit), then the highest grade you can expect for this course is a 'B'. This course grade level differentiates your diligence in this course compared to other students who completed assignments on time prior to the end of the enrolled semester.

Any student that does not complete the writing assignments on time (by the end of the enrolled semester) will receive a temporary 'incomplete' grade status that will turn automatically to an 'F' after the following semester term is over. These 'F' grades will not be able to be changed by the professor of record, even if all course writing assignments are turned in.

Course Expectations:

1. Completion of a minimum of 200 work hours for each 3 credit hour internship course. A student can earn 6 hours of internship credit, but should expect to have 400 work hours (for a summer, this is equivalent to 10 weeks of 40 hrs/week).
2. Writing Assignments:
 - a. End of Week 1: Provide a 2 page write up summary of your internship, where your internship is located and field of specialty you are working in. You will also explain what you expect you will be doing during your internship, what skills and talents you expect to learn, why this internship experience is worthwhile to you and why you selected to pursue the internship in which you are working on. Then summarize what you are actually doing within the first week of the internship. (Email this to the professor of record who will proofread this paper and provide grammatical corrections and guidance suggestions to improve your writing). After it is returned, you will make changes to it.

- b. End of Week 3: Provide a 3 page write up about the field of study in which you are performing your internship in. You should discuss in detail the history of the field of work in which you are doing your internship in. Items you may want to research and discuss about: What is the current job availability in the marketplace for what you are doing across the US and State of Texas? What are typical starting salaries for these positions? How is this field of work important to the country, state and/or region? What are the benefits and challenges associated with this type of work? Make sure to properly cite sources from where you obtained your information at the end of the paper. (Email this to the professor of record who will proofread this paper and provide grammatical corrections and guidance suggestions to improve your writing). After it is returned, you will make changes to it.
- c. End of Semester (or summer): Minimum of a 10 page write up about your internship work experience final paper. In this final paper you will include the first two writing assignments into the paper, with the corrections incorporated that were returned to you from the professor of record. For the new additional 5 pages remaining in the paper, you should try to compare and contrast what you initially thought you would be learning and the skills you would require, compared to what actually was learned and acquired. Discuss in detail the work activities that you performed regularly, and what unique activities were done. Explain what made the work enjoyable, and what you saw from your employer(s) and other employees in regards to their happiness doing what they do. You should discuss in the conclusion portion of the paper if you would enjoy working in this field in the future or seek other areas for employment after graduation.
3. Take photos of your internship activities, with at least one picture of you in it. At the end of the 10 page paper, include photos with captions below that describes what the photo is about.

Grading Structure:

Course Grade Earned	Fulfilled 200 Hours Work per 3 crd hrs	Fulfilled All Writing Assignments	Timeliness Final Paper Turned In
A	Yes	Yes	Yes (by end of semester)
B	Yes	Yes	Yes, but Late (w/in 3 months)
C	Yes	Yes	Yes, but very late (after 3 months)
D	No	No	Very Late (after 3 months)
I changed to F	Yes	No	Excessively Late (After 1 Semester)

Note: if you signed up for Summer I and Summer II internship course, the final paper due date can be the end of summer II semester and still receive full credit and an 'A' grade.

*There will be ONE meeting set up by the professor of record for him/her to discuss with the class what are the expectations and timelines for this course PRIOR to the internship. The professor will send you an email as to whether the course instructions will be provided in a face-to-face setting, Blackboard, webinar, or other means of instruction. It is the student's responsibility to monitor their TAMUK student email to look out for this instruction from the professor.

Although there is typically NO classroom time associated with this internship course, it is the student's responsibility to maintain contact with the professor in regards to course expectation or potential conflicts in getting papers submitted on time. For course discussion and details you will converse with the 'INSTRUCTOR of RECORD' associated with overseeing the internship course.

The following rubric can be used by students and professors to gauge a student's writing proficiency.

Objective	1 Beginning Does not have skills.	2 Developing Has some skills, still needs some essentials	3 Accomplished Has foundation, basics	4 Exemplar Confident in Skills, applies them well	Totals or Comments
Students will demonstrate writing proficiency	No evidence of writing proficiency	Some evidence of writing proficiency	Competent use of writing proficiency	Demonstrates intellectual writing proficiency	
Students will communicate effectively in writing within their discipline	Writer unaware of disciplinary critical thinking methods	Writer uses some disciplinary critical thinking methods	Write uses disciplinary critical thinking but has challenges employing them	Writer shows understanding of disciplinary critical thinking methods and employs them	
Students will produce texts that are free of grammatical, mechanical, and stylistic errors	Numerous errors in paragraphing, grammar, spelling or punctuation	Occasional errors in paragraphing, grammar, spelling or punctuation	Conforms to standard academic usage, including diction, paragraphing, and mechanics	Good grasp of standard academic usage in all aspects	
Students will cite external sources appropriately; avoid plagiarism	Sources not properly cited or not cited at all (plagiarism)	Occasional lapses in citation	Correct Citation	Consistent, correct citation	

I, _____ (print student name) K _____ (K#), have read and understand the course expectations and assignments.

_____ (student signature) _____ (Date)



DEPARTMENT OF AGRICULTURE, AGRIBUSINESS AND ENVIRONMENTAL SCIENCES
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STUDENT

_____	_____	_____
First	Middle	Last
_____	_____	_____
Major	GPA	Expected
Graduation Date		
_____	_____	_____
E-mail		Cell Phone#

_____	_____
# of Internships Completed	# With this Company
Degree: <input type="radio"/> Bachelors	<input type="radio"/> Masters <input type="radio"/> Doctorate
Classification: <input type="radio"/> Freshman	<input type="radio"/> Sophomore <input type="radio"/> Junior <input type="radio"/> Senior <input type="radio"/> Graduate Student

In order to participate in the internship program at Texas A&M University-Kingsville, I agree to:

1. Register on www.JavelinaCareers.com by creating a profile and uploading a copy of my resume
2. Complete and return the evaluation forms that I receive from Career Services and/or my Faculty Advisor
3. Return this signed and completed contract, along with a copy of my job offer letter (if applicable), to the Career Services Center

And to receive course credit for my internship, I agree to:

1. Gain approval from my Faculty Advisor **before** signing up for an internship
2. Provide my Faculty Advisor with accurate and current employer contact information and a description of the job and projects I will take part in
3. Officially register for an internship course with my Academic Advisor
4. Review my financial aid, scholarships, student loans, and health care plan to understand how this internship may impact my funding and coverage
5. Maintain regular contact with my Faculty Advisor and fulfill all the departmental academic requirements.
6. Facilitate the arrangements for a site visit by my Faculty Advisor at my place of work if a visit is requested or required

_____	_____
Student Signature	Date

EMPLOYER

_____ Company	_____ Supervisor Name	_____ Supervisor Title	
_____ Company Address	_____ City	_____ State	_____ Zip
_____ Supervisor E-mail	_____ Supervisor Phone#		
_____ Intern Title	_____ Start Date	_____ End Date	
_____ \$/Hour	_____ Hours/Week		

Please list the main duties the intern will perform and the approximate percent of time on each duty:

Duty	% of Time
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Please list the experiences that the intern will gain that will make them more marketable for future employment:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

This student has been offered a position with the above listed company. As a participant in Texas A&M University-Kingsville's Internship Program, I agree to:

1. Provide relevant learning experiences through work assignments for this student
2. Provide appropriate orientation, workplace supervision and a safe environment for this required
3. Accommodate at least one faculty site visit each internship term if requested or required
4. Provide a timely written evaluation of the student to the Career Services Center and to the Faculty Advisor if the student is receiving course credit

Supervisor Signature

Date

COLLEGE AUTHORIZATION (Only for those who wish to receive academic credit)

Internship Course #

of Credit Hours

Faculty Advisor Name

Faculty Advisor Title

Phone#

E-mail

Department

College

This student has my permission, subject to review by the International Student for F-1 Visa holders, to proceed with official registration for Texas A&M University-Kingsville's Internship Program. I have:

1. Reviewed the description of the internship opportunity provided by this student and the employer and agree that this position:
 - a. Has relevance to this student's academic program
 - b. Contains appropriate and sufficient technical content and learning opportunities for inclusion in the university's internship program

2. Verified that the student is in good academic standing and believe the student is prepared to work in this term internship position

Faculty Advisor Signature

Date

College Dean or Department Chair signature

Date

INTERNATIONAL STUDENTS

***PLEASE NOTE:** You must bring this contract to your International Student Advisor after getting it signed by your employer and Faculty Advisor so that your I-20 may be approved. Your I-20 must be re-authorized for CPT every semester you work.

Because the U.S Immigration and Naturalization Service (INS) has certain rules I must follow, I agree to:

1. Have a preliminary conversation with the International Student Advisor so that we can review my INS work eligibility
2. Work no more than 20 hours per week during the academic terms
 - a. I understand that upon obtaining authorization from the International Student Advisor I may be able to work full-time hours during the semester breaks and the summer sessions.

State / Territory / Province

Country of Origin

Student Signature

Date

INTERNATIONAL STUDENT SERVICES

I have met with the above named student and have authorized CPT/OPT.

International Student Advisor Name

International Student Advisor Signature

Date
