

TO: Agribusiness and Applied Economics Majors
FROM: Dr. Anna Parkman, Internship Instructor
RE: Internship Packet

Attached are the forms and guidelines for the internship experience for the Agribusiness and Applied Economics major. This document includes the following:

- A step by step process for moving through the process.
- Options for fulfilling the internship
- The Internship Registration Request Form
- Requirements to be met during the internship experience
- Requirements for the AEDE 3191 Internship Course
- Statement of Understanding – This statement must be signed by the student, the employer and Dr. Parkman (parkman.6@osu.edu). This form is necessary for the department to be able to track your progress and be able to contact you during your internship, should the need arise.
- Internship Hours and Activities Documentation Form
- Guidelines for the Internship Presentation and the Internship Paper Options
- The CFAES Internship Reporting Information
- Evaluation of Internship Experience

Failure to get approval of your internship prior to entering into the experience may result in your inability to utilize it to meet these requirements and therefore enroll in the course.

If you have any questions about the process or any of the materials please contact Dr. Parkman at parkman.6@osu.edu or 614-292-9746. We hope that you enjoy your internship.

Internship Process for Enrollment

1. Review the Internship Options document in this packet.
2. Research and secure an internship for the upcoming semester or summer months.
3. If you are an international student obtain CPT approval through the Office of International Affairs.
4. Complete and email the Internship Registration Request Form to Dr. Anna Parkman @ parkman.6@osu.edu to schedule a meeting to discuss permission to enroll in AEDE 3191 for Autumn 2017.
5. Meet with Dr. Parkman to discuss your internship and complete the Permission to Enroll Form that allows you to register for 3191 in the appropriate semester.
6. Review the internship requirements for details concerning expectations for documentation during the internship experience and to earn credit in AEDE 3191 in the semester you are enrolled.
7. Once your enrollment form has been submitted and you are registered for the course watch for emails providing direction to course shells in Carmen offering you further information on submission of materials, deadlines and requirements.

**INTERNSHIP OPTIONS FOR THE MAJOR OF
AGRIBUSINESS AND APPLIED ECONOMICS**

The following alternatives are listed as a guide to the breadth of activities that qualify as internship experience and, thus, are eligible for AED Econ 3191 credit:

1. Formal internship so designed by the employer.
2. Any international experience that involves research, work or volunteer experiences in another country that lasts for four weeks or more that is not being counted towards other University credits.
3. Self-employment that generates \$3,000 or more gross income during a calendar year, accompanied by tax or audit documents that verify the income and a business plan for the company which the student has started.
4. Full-time employment for the majority of an academic term (Summer, Autumn or Spring) accompanied by a monthly narrative (not a diary of activities) to the internship coordinator. The monthly narrative must focus on a continuing problem, activity, management function, or special project above and beyond the regular duties included in the current position. The project must be approved by an onsite supervisor at the start of the internship and evaluated by a supervisor at the conclusion of the project.
5. Involvement in a family business that includes specific management responsibilities, accompanied by a business plan for the family business and evaluation of the plan by a family member in the business. A final report is due at the end of the project.
6. Part-time employment for at least 6 months with the same employer (10 hours or more per week), accompanied by a monthly narrative to the internship coordinator. The monthly narrative must focus on a continuing problem, activity, management function, or special project above and beyond the regular duties included in the current position. The project must be approved by an onsite supervisor at the start of the internship and evaluated by a supervisor at the conclusion of the project.
7. Significant military, and/or work experience accompanied by a narrative verifying and focusing on the experience, accompanied by a professional development plan.
8. Another major life experience that includes agribusiness and applied economics. Students must meet with instructor to fully discuss this option prior to enrollment.

Note: The internship is 2 credit hours and graded S/U upon successful completion of all requirements. You must complete a permission to enroll form signed by Dr. Parkman (Room 332 Ag. Admin) to register for the credit.

Questions? Please contact Dr. Anna Parkman at parkman.6@osu.edu

INTERNSHIP REGISTRATION REQUEST FORM

Email to Dr. Anna Parkman at parkman.6@osu.edu
614-292-9746

Name: _____
 Last First Middle

OSU Email: _____

Internship Option Selected from page 3 list (1-8) _____

Describe your internship plans (include name of organization or company).

Start and end dates for the internship experience: _____ to _____

Semester you would like to be registered for AEDE 3191: _____

International students must have CPT approval for the internship prior to submitting this form.

Once you have completed this form email it to Dr. Parkman at parkman.6@osu.edu to schedule a meeting to discuss your plans for the internship.

This form does not register you for the internship credit. You must use a permission to enroll form signed by Dr. Parkman to enroll for credit.

Requirements During The Internship

- Completion and submission of Statement of Understanding Form during the **within the first two weeks of the internship**.
- Completion of the Internship Hours and Activities Documentation Form

Requirements for AEDE 3191 Internship Credit

- Completion and submission of a 10 page paper or presentation *** summarizing the internship (see course syllabus).
- Submission of the Internship Hours and Activities Documentation Form
- Completion of readings, discussion board and other assignments as outlined in the course Carmen shell.
- Completion and submission of the CFAES Reporting Information
- Completion and submission of the Internship Evaluation Form
- Completion and submission of an evaluation of your performance in the internship.
- In addition, students selecting Options 3-8 will need to meet requirements for those options as outlined in the option descriptions

***Students completing the internship during the semester enrolled or those who complete their internship without approval prior to that experience will be required to write the paper.

Internship Hours and Activities Documentation Form

This form or one like it must be submitted to the instructor at the end of the internship.

Student's Name _____

Internship Location/Company _____
 (If you worked for two or more companies, use a separate sheet for each one.)

Internship Onsite Supervisor Name:

Signature: _____

 Supervisor's Phone Number

 Supervisor's email address

Week	Hours Worked	Activities
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
Total		

INTERNSHIP PRESENTATION GUIDELINES: AED ECON 3191

The presentation must include the following:

1. Title Slide (Your Name, Date of Presentation)
2. Organization Information
 - a. Name of organization
 - b. Industry (brief description, status, competitors relative to the organization)
 - c. How you obtained your internship experience (e.g., career fair, family connection, etc)
3. Experience
 - a. Role assigned
 - b. Where in the organizational chart or structure
 - c. Tasks assigned, project work, research
4. Curriculum Connections
 - a. Course content (current and past courses)
 - b. Course readings (current and past courses)
 - c. Course experiences (current and past courses)
5. Skill Development or enhancement (Professional & Interpersonal)
6. Lessons Learned (what you did well, what you'd do differently)
7. Tips for Success for Future Interns
 - a. Your future internship or career plans (e.g., do you have a future job or internship secured or are you still looking)
8. Final Slide: Name and contact information of the internship/project supervisor and/or evaluator

You can use the titles above for eight slides in your presentation. You aren't required to list the a. – c. content listed under each heading directly on each slide. These what you need to talk about while presenting. Do remember you only have 10 minutes to present so watch your timing.

A number of 90-minute time/date combinations will be available across the semester for the presentations. Students are required to stay for the entire 90-minute session. Prior to presenting you will submit your power point into a Dropbox in the Carmen Shell.

If (a) all day/time slots conflict with other courses or approved university absences or (b) you miss your assigned presentation slot, you will be required to meet requirements for the internship paper.

Students completing the internship utilizing options outside traditional formal agribusiness/business environments (numbers 2, 3, 5, 7, 8) will adapt sections 2 and 3 above to reflect the industry and project aligned with their experience. Specifics will be available in the Carmen course shell.

INTERNSHIP PAPER GUIDELINES: AED ECON 3191

GUIDELINES: A 10-15 page paper is required. The paper should double-spaced, have a 1 1/4" left-hand margin and 1" margin elsewhere. Page numbers are required. The abstract, cover page and reference pages do not count toward the 10 page minimum. The paper is due no later than November 5, 2017 at 11:59 PM.

CONTENT: Besides documenting your activities, the paper should use business and economic principles to evaluate the tasks you performed in light of the operational structure and philosophy of the business. In addition, a section should be devoted to the analysis of data. The data should relate in some way to the market, firm, product, or activity which was the core experience of the internship. The data may be from a project you were involved with during the internship or secondary data you collected at Ohio State. The purpose of the data analysis is to allow more in-depth study of an issue(s) related to the internship and to enhance data analysis skills.

The following is a guide to use in preparing your paper. It can be altered, in consultation between you and your internship advisor, to best fit your internship.

1. 200-Word Abstract (This will be posted as a pdf file to the Department's internship web page)
2. Introduction
3. The Company
 - a. History and Mission
 - b. Industry
 - c. Analysis of Market Share and Competitors
4. Description of the Job Responsibilities and Activities
 - a. Role assigned (title if applicable)
 - b. Where in organizational chart or within the reporting structure
 - c. Tasks assigned, project work, research
5. Analysis of Data (related to a project, the industry, or your role as applicable)
6. Analysis of What I Learned
 - a. Role assigned (title if applicable)
 - b. Where in organizational chart or within the reporting structure
 - c. Tasks assigned, project work, research
 - d. Skills developed or enhanced
7. Implications and/or connections to the rest of your undergraduate program
8. Recommendations for Improving the Internship
9. Conclusions
10. Reference page with name and contact information of the internship/project supervisor and/or evaluator

Students completing the internship utilizing options outside traditional formal agribusiness/business environments (numbers 2, 3, 5, 7, 8) will adapt sections 3-5 above to reflect the industry and project aligned with their experience. Specifics will be available in the Carmen course shell.

**COLLEGE OF FOOD, AGRICULTURAL AND ENVIRONMENTAL SCIENCE
INTERNSHIP REPORTING FORM**

All students must complete the CFAES Internship Report. A link for this report form will be provided to students enrolled in AEDE 3191 in the course shell in Carmen. This survey provides us data that allows us to share the AEDE intern experience and promote the organizations that have supported **your** internship. If you were not connected to a company or a cooperative but instead interned in a research role here on campus or worked in your own business you will report here also.

All information is collected and compiled as aggregate data and averages. Your name will not be attached to information shared in reports.

***Reporting your internship through the link above does not enroll you in academic credit for the internship.**

INTERNSHIP EXPERIENCE EVALUATION

Name of Internship Company/Individual: _____
 Beginning and End dates for the Internship: _____

Please rate the work experience of the internship. (Please circle your response)

(poor) 1 2 3 4 5 6 7 8 9 10 (excellent)

Please rate the internship with regard to the opportunities provided to add to or enhance your professional and interpersonal skill development.

(poor) 1 2 3 4 5 6 7 8 9 10 (excellent)

What did you like about the internship experience? What did you dislike?

What professional & interpersonal skills did you add or enhance while in the internship?

Would you work for this company/individual again? Yes _____ No _____

Would you recommend this company/individual to other students? Yes _____ No _____

Please share your ideas for improving the internship experience or process as it relates to requirements for AED ECON 3191.

See Carmen Course Shell for Submission Information and Due Dates

Please complete and submit this form in
 the Carmen Course Shell