

# INTERNSHIP POLICY AND GUIDELINES

## **Department of Agricultural and Consumer Economics** College of Agricultural, Consumer, and Environmental Sciences University of Illinois at Urbana-Champaign

### Internship Policy

The Undergraduate Educational Policy Committee approved the following policy statement October 20, 1997: "All internships offered by departments in the College of ACES must be well-managed at the department level, and students should be registered for internships in such a way as to minimize any need to use EX grades." This policy supercedes all previous policy statements relating to internships in the College.

### Internship Guidelines

The following Guidelines are designed to assist in the development and operation of internships in the Department of Agricultural and Consumer Economics (ACE).

### Definitions

**ADVISOR** - the student's assigned academic advisor.

**COOPERATING EMPLOYER** - University, industry, government, agency, business, or organization that has agreed to participate in the internship program and whose participation has been agreed to by ACE.

**DEPARTMENTAL COORDINATOR** - ACE Department Head or person designated by same, who coordinates activities of the internship.

**FACULTY SUPERVISOR** - faculty member who supervises the student's internship experience. Such person should be knowledgeable in the area of work in which the student is gaining experience, and may or may not be the student's advisor or Departmental Coordinator.

### I. General Information

A. **Course Description.** Supervised, off-campus experience in a field directly pertaining to a subject matter area in the Department of Agricultural and Consumer Economics.

B. **Course Prerequisites.** Sophomore standing, cumulative grade-point average of 2.5 or above at the time the internship is arranged, and consent of instructor. (NOTE: "Instructor" is the Faculty Supervisor.)

C. **Academic Credits.**

1. Faculty supervisor in consultation with the Departmental Coordinator establishes academic credit. Maximum is four hours. The credit should be commensurate with the student's activities and accomplishments and not merely length of time spent. Required are diverse activities and responsibilities during the on-site

experience and analytic reports during and/or following it. Academic credit is not given merely for work experience; students must arrange with their faculty supervisor and cooperating employer a significant academic component. For example, four credit hours might be granted for full time employment involving diverse activities and responsibilities and six to eight analytic reports plus a final report. For one hour of credit a student should submit a minimum of an analytic paper at the end of the experience; the paper should include a description of the activities and responsibilities as well as reflection on insights gained in the internship experience. The on-site experience must involve more than one type of activity.

2. Repeating the internship course for academic credit is possible only with different objectives, and within the established maximum of four hours for graduation credit.
  3. Credit earned in internships may be used for ACE (those related to the discipline), elective, or open elective credit.
  4. Credit beyond any set maximum may be granted through a special topics course; such courses include the following: ACE 199 (Undergraduate Open Seminar), ACE 295 (Undergraduate Research or Thesis), ACE 296 (Undergraduate Honors Research or Thesis), ACE 298 ( Undergraduate Seminar), ACES 298 (International Experience), ACES 299 (ACE Study Abroad), and ACE 399 (Seminar). Credit may be given in such a course assuming that an additional project, beyond the internship agreement, is undertaken and such project is consistent with criteria established by the Department for such projects. A maximum of 12 hours of credit in special topics courses may be counted toward graduation.
  5. Credit is awarded during the semester that the internship is completed. In many instances, that will be the semester immediately following the on-site experience portion of the internship, when assignments are completed, evaluation is submitted, and the final report phase is completed. NOTE: Credit must be awarded and all work completed by the end of or the semester immediately following the on-site work experience.
  6. Credit for internships should be awarded in the department most clearly aligned with the technical content of the experience.
- D. Grading. Satisfactory/unsatisfactory grades will be used.
- E. Course number. The course number for internships is ACE 293 (Internship - Off Campus) and ACE 294 (Internship - On Campus), with individual call numbers for participating faculty supervisors.

II. Student Responsibility

- A. Initiate Participation - Students should discuss their intentions with their advisors at least two months prior to the desired semester of participation in internship programs.
- B. Consideration of Employment Opportunities - Students may obtain information concerning potential opportunities in specific areas of interest from the Departmental Coordinator, Department or College placement officers, or faculty members. Internship opportunities identified by students will also be considered.
- C. Preparation of Resume - Students should prepare a resume and/or personal data sheet to use in seeking an internship. Assistance in preparing such materials may be obtained from the placement office within the College of ACES.
- D. Determination of Specific Objectives - Student will assume primary responsibility to determine specific objectives of the internship in consultation with the faculty supervisor and cooperating employer, and will identify activities that relate to these objectives.
- E. Procedures - Students will submit an application for internship participation to the faculty supervisor. Students will register and pay tuition and fees in the semester in which the internship is being completed. Students who participate in internships that take them away from campus for Fall or Spring semester (or both) should notify the Academic Programs Office of the College prior to the internship to avoid being dropped from the University and having to apply for readmission.
- F. Suggested Assignments
  - 1. The student will submit periodic progress reports to the faculty supervisor, with the number and frequency to be determined by the supervisor based on the credit hours to be granted (see item I-C-1 for recommendations). Students must meet with the faculty supervisor to discuss assignments before the internship begins.
  - 2. The student will submit a final report which is evaluative in nature and which makes recommendations for future internships. The report should be more than a diary of activities and should provide a thoughtful critique of the experience.
  - 3. Additional assignments and/or specific on-site projects may be added for additional credit via a special topics course if such is consistent with the student's program of study and philosophy of the major department.
  - 4. The student will participate in a post-internship report phase as determined by the faculty supervisor.

III. Departmental Coordinator Responsibility

- A. Implementation of Departmental policies and guidelines - Assumes primary responsibility for implementing the standards established by the Departmental faculty (course prerequisites, minimum grade point average, credit-awarding, etc.)
- B. Relationship with Students - Assists faculty supervisor in discussing internship concepts with prospective participants. Collects applications from students seeking internship experiences and checks that appropriate prerequisites have been completed.
- C. Maintenance of Memorandum of Agreement - Distributes necessary forms and maintains signed agreements for all participants. Signature of Department Coordinator verifies that Departmental and College-wide standards are being met. Assures that copies of signed agreements are distributed to faculty supervisor and cooperating employer for each intern.
- D. Program Adjustments - Works closely with faculty supervisor and cooperating employer in evaluating and making necessary adjustments in the program if problems arise.

IV. Faculty Supervisor Responsibility

- A. Identification of Objectives and Activities - Assists the student in identifying internship objectives that are consistent with the intention of the program and the student's interest and capabilities. Identifies activities that are consistent with the objectives and are feasible at the selected work site. Indicates support of objectives and activities with signature on Memorandum of Agreement.
- B. Supervision of Internship - Provides indirect supervision by reviewing and responding to progress reports that are submitted by the intern. Serves as contact person when cooperating employer finds it desirable to discuss aspects of intern's program. On-site visit by the faculty supervisor is desirable whenever practical. May serve as project supervisor if student elects to take a special topics course in addition to internship.

V. Cooperating Employer Responsibility.

- A. Acknowledgment of Objectives and Activities - Signature on Memorandum of Agreement signifies that stated objectives can be achieved and stated activities are feasible at the proposed work site.
- B. Internship supervision - Provide the opportunity for a student to receive a professional educational experience.
- C. Evaluation - May assist the faculty supervisor in the final evaluation of the student's performance. Takes under advisement suggestions made by intern in final evaluative report as to how future internships at the site may be improved.

**INTERNSHIP PROGRAM STUDENT APPLICATION FORM**  
**Department of Agricultural and Consumer Economics**  
 College of Agricultural, Consumer, and Environmental Sciences  
 University of Illinois at Urbana-Champaign

Date: \_\_\_\_\_

1. Student Name: \_\_\_\_\_
2. Campus Address: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Email Address: \_\_\_\_\_
4. Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_
5. Academic Major: \_\_\_\_\_ Hours Completed: \_\_\_\_\_ G.P.A.: \_\_\_\_\_
6. Name and Number of Desired Internship Course: \_\_\_\_\_
7. Semester Desired: \_\_\_\_\_
8. Prerequisites (all must be checked):
  - \_\_\_\_\_ Sophomore standing
  - \_\_\_\_\_ Grade-point average of 2.5 or above at time internship is arranged
  - \_\_\_\_\_ Consent of instructor
9. How many hours have you previously earned in an internship? \_\_\_\_\_
10. Are you applying for a specific internship?
  - \_\_\_\_\_ Yes, please give name: \_\_\_\_\_
  - \_\_\_\_\_ No, what type are you seeking? \_\_\_\_\_
11. What are your specific career goals and how do you see this internship helping you achieve these goals?
12. What are your specific objectives for this internship?
13. For what graduation requirement will this internship count?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**APPROVALS**

FACULTY SUPERVISOR: I have reviewed this application, support the objectives, and agree to supervise the experience.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

DEPARTMENTAL COORDINATOR: I certify that the above named student has met Departmental course prerequisites and is eligible to be considered for internship opportunities associated with my Department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

INTERNSHIP PROGRAM MEMORANDUM OF AGREEMENT  
**Department of Agricultural and Consumer Economics**  
College of Agricultural, Consumer, and Environmental Sciences  
University of Illinois at Urbana-Champaign

\_\_\_\_\_ Semester, 20 \_\_\_\_

Student Name: \_\_\_\_\_

Cooperating Employer Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_

Dates of Participation: \_\_\_\_\_

**Brief Description of Proposed Internship:**

**Objectives and Activities:**

List objectives of the internship and specific activities that will be completed. Indicate approximate amount of time to be devoted to each activity. Be specific as possible. Attach additional sheets if necessary. (Faculty supervisor can provide guidance in preparation of this section.)

Credits and Evaluation:

\_\_\_\_\_ semester hours credit will be awarded for the \_\_\_\_\_ semester upon successful completion of the internship. A total of \_\_\_\_\_ progress reports will be submitted to the faculty supervisor and cooperating employer with one being submitted every \_\_\_\_\_ week(s) , beginning \_\_\_\_\_. A final evaluative report will be due by \_\_\_\_\_, a copy of which will also be given to the departmental coordinator. I understand the expectation of the internship to be completed at the time and location noted on this application. The objectives and proposed activities have been prepared in consultation with my faculty supervisor and cooperating employer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**APPROVALS:**

Faculty Supervisor:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Departmental Coordinator:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ACKNOWLEDGEMENT:**

Cooperating Employer:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date