CSU Chico, College of Agriculture  
Course Requirements Fall 2016  
ABUS 389-Internships

Instructor:  Kaytie Ettlin, M.A.
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Office Hours:  Wednesday: 10:00 AM-11:00 AM
             By appointment as needed
Course Meeting Times:  TBA (time on-task will be arranged by the student and the sponsor of the internship)
Required Material:  Blackboard Learn Access
Objective:  The objective of the internship program is to enhance the technical and professional capabilities of future production, service and research employees. The objective may be achieved through an internship program for undergraduate students, who will receive practical experience in a wide variety of agricultural science related fields, i.e. production, service and research. The program may also serve to acquaint student interns with agricultural and conflicting lifestyles, norms and values, while establishing valuable contacts in their chosen field. The internship may be spent in the private or public sector, but in either case, should reflect a view of a wide cross-section of the business/agency.

Requirements:
✓ Students need to be of sophomore, junior or senior standing when they enroll in the internship class.
✓ Students need to be concurrently enrolled in CSU, Chico as an agriculture major.
✓ Students are required to successfully complete 45 contact hours per unit of credit received (135 hours for 3 units).
✓ Students need to be aware of more specific requirements of individual internships.
✓ Students need to follow the specific guidelines for successful completion of the internship requirements.

Grading:
This is a credit/no credit course. Credit will be determined on the following basis:

Timely completion of paperwork  100 pts.
Weekly log of activities   100 pts.
Employer evaluation    100 pts.
Completion of poster presentation  100 pts.
Final paper     100 pts.
Thank You letter to sponsor of internship 100 pts.

Total possible     700 pts.

Paper Requirements
Prepare a written report to be submitted no later than the Monday before finals week, or on a date pre-determined with the faculty advisor, which should include but is not limited to the following (if an item does not apply to your situation it does not need to be covered):
The name and address of the company
- The name, title, phone number and e-mail address of your supervisor
- The organizational structure of the company
- The duties you performed
- The skills required
- The skills learned
- The management techniques you used and/or were exposed to
- The responsibilities you were given
- The degree of increase in responsibilities during your internship
- The level of supervision you performed
- The exposure to personnel management
- The exposure to experimental design
- The exposure to data collection
- The analysis of data
- The types and numbers of reports you were required to make
- The short-courses, workshops, symposia, etc. you attended
- Pictures, proceedings, pertinent handouts, etc.
- The interaction with other companies/entities
- Your assessment of the internship as a learning experience

****ABUS students need to include the following:
- A business plan proposal to increase and improve production, employee and consumer satisfaction etc.
  Should be no more than one page, in addition to the two page Final Paper requirements listed above.

**Poster Requirements**

**Poster requirements:** a power point slide template is provided for you to populate with a brief narrative or bulleted points on your internship. Also use pictures to help tell a story about the internship experience. Look at past intern posters for ideas. Be creative! You do not have to print out your poster.

**Steps to Complete an Internship in ABUS, ANSC, AGRI, or PSSC**

1. Arrange internship with a sponsor or apply for an existing internship.

2. Sign up for internship credit (1-3 units) ABUS 389, AGRI 389, ANSC 389 or PSSC 389. Remember, 45 hours per unit (135 hours for 3 units).

  **Note:** for summer internships, 1 unit must be taken during summer session and the remaining 2 units taken during the following fall semester for a total of 3 units.

3. Complete the internship agreement prior to the start of the internship. Provide the faculty in charge with contact names, company names, phone/fax numbers, e-mail and mailing addresses

4. Maintain a weekly log of experiences.

5. Complete a paper following the detailed directions available in this packet.

6. Develop a poster presentation to be displayed in Plumas Hall during the semester following the internship.

7. Make certain the employer evaluation form is completed and sent in by the employer.

8. Complete and send a professional thank you letter to your sponsor/employer.

*Please double check to make sure you are enrolled in the correct section for the correct amount of units!!*