College of Agriculture Internships
Frequently Asked Questions

Q: I'm interested in interning, but don’t have an agriculturally based internship (or job) lined up nor understand how I can receive course credit. Can you help me?
A: Absolutely! Check out opportunities at Handshake and Calagjobs.com. Although it’s ultimately your responsibility to secure the internship, the friendly personnel in the Student Success Office can provide suggestions. Dr. Patrick Doyle and Lindsey Jeffery of the College of Agriculture’s Student Success and Retention Office will facilitate internship meetings in which they will share more about internship possibilities, the internship course, expectations, paperwork, etc. Keep in mind, internships must be approved for academic appropriateness and potential hazards or risks associated with placement. The approval process will occur after you’ve landed the position, but prior to registration for the course.

Q: Does it need to be a paid internship?
A: Your internship can be paid or unpaid.

Q: How many hours do I need to intern?
A: Each internship section corresponds with the number of units that can be earned. You earn units based on the hours devoted to your internship over the duration of the semester. Ex) Section 1 = 1 unit (45 hours); section 2 = 2 units (90 hours); section 3 = 3 units (135 hours).

Q: Describe the course registration process.
A: This process involves sequential steps.

1) The student submits Agricultural Internship Proposal with information about internship site, projected hours, etc. The proposal must be signed by student and supervisor. The College of Agriculture Management Team will assess site for academic appropriateness and associated risk. Students will be notified of outcome.

2) If the internship is unpaid, the University Procurement and Contract Services will contact authorized signer at internship site to enter contract reflecting “partnership” between university and site.

3) Students will be “force added” into the appropriate internship course. This means that students will not be able to register through their portal; rather, College of Agriculture personnel will do it for you.

4) Once “force added,” students will have access to Blackboard Learn, which is where further course communication will occur.

*Without the completion of all aforementioned steps, a student cannot enroll in the internship course.

Q: Once enrolled in the internship course, why do my emails from Dr. Doyle say “XABUS 389 – Section One?”
A: All internship courses are crosslisted on Blackboard Learn for management purposes. The Blackboard Learn page Dr. Doyle maintains is ABUS 389 – 01. All internships, regardless of course or section, are maintained on this page. Check your PORTAL to be sure you are in the correct class and section. As long as your portal has the correct class and section, you are in the correct course.
Q: Do all agriculture majors require an internship?
A: Beginning Fall 2021, no agricultural major requires an internship; however, it is highly recommended. You can use the internship course as an upper division major elective. With your major academic advisor, discuss how an internship can fit into your academic plan.

Q: Can I intern during the summer, but register for the fall internship class to receive credit for the hours worked over the summer?
A: University policy states “NO.” If your internship occurred over the summer, you are only permitted to sign up for the fall internship class if you were enrolled in one unit (section 01) during the summer session. We can then “force add” you to the remaining units of your respective internship class (ABUS, AGRI, ANSC, or PSSC) for the fall semester.

Q: Who do I contact with additional questions about an agriculturally-based internship?
A: Email Lindsey Jeffery at lkjeffery@csuchico.edu or visit during office hours.

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**Do’s and the Don’ts**

**College of Agriculture Internships**

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<tr>
<th>Do’s</th>
<th>Don’ts</th>
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<td>Attend one of following <strong>MANDATORY</strong> internship meetings.</td>
<td>Miss <strong>MANDATORY</strong> internship meeting.</td>
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<tr>
<td>Submit Agricultural Internship Proposal with information about internship site, projected hours, etc. one month prior to beginning of semester in which you plan to intern. Find link to proposal via Student Success Office emails and/or College of Agriculture webpage.</td>
<td>Wait too long to submit Agricultural Internship Proposal.</td>
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<td>Double check your portal to ensure that you are in the correct class and section. Section 1 = 1 unit (45 hours), Section 2 = 2 units (90 hours) and Section 3 = 3 units (135 hours).</td>
<td>Intern during summer without registering for one unit (section 01) internship summer course. You <strong>WILL NOT</strong> be able to receive credit for your summer hours.</td>
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<td>Read the course syllabus.</td>
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<td>Peruse BBL. ALL necessary paperwork and assignments are on BBL.</td>
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<td>If interning during the summer, enroll in one unit (section 01) in summer session. You’ll be force added for remaining units in the fall.</td>
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<td>Have additional questions? Email Lindsey Jeffery at <a href="mailto:lkjeffery@csuchico.edu">lkjeffery@csuchico.edu</a> or visit during office hours.</td>
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