

Agricultural Internship Information Workshop

Summer 2024



California State University **Chico**
College of Agriculture

Internship Approval Process

- Find an internship
- Submit completed paperwork
- Receive approval and get enrolled
- Complete coursework

Step 1: Find an internship

Check out opportunities on Handshake, Calagjobs.com or in the weekly email from the AG Senator. Faculty are also great resources, or friends who have already completed an internship.

Your internship can be paid or unpaid however there is additional paperwork that is required for unpaid internships. This paperwork requires more time to process and so the deadline is earlier for unpaid internships.



California State University **Chico**
College of Agriculture

CAREER CENTER & STUDENT EMPLOYMENT

Career Center & Student Employment

About Us

Students & Alumni

Employers

Faculty & Staff

Handshake Login



Focus2 Login



[Career Handbook \(PDF\)](#)

CONTACT US

Student Services Center, Room 270
530-898-5253
careercenter@csuchico.edu

Summer Office Hours

7 a.m.-5:30 p.m.

CAREERS | STUDENTS & ALUMNI | GET A JOB OR INTERNSHIP | SEARCH JOBS AND INTERNSHIPS

Search Jobs and Internships



[Login using your University portal login credentials](#) to access the job and internship database.

Alumni: If you graduated December, 2017 or later, you already have access. If you would like to change your personal email (@gmail, @yahoo, etc.), please email our contact at careercenter@csuchico.edu and we will be happy to make the change.

If you graduated prior to December, 2017: visit [Handshake](#) and click on "set up here" and complete the requested information to set up your account. Your account will be submitted to the Career Center. We will review the information and approve the account. Please expect a response. If additional information is needed, you will be notified.

Mail - X | Advan - X | Calen - X | Home - X | Advan - X | Advan - X | Inter - X | Login - X | why - X | Lauri - X | Hot - X | +

csuchico.edu/careers/students-and-alumni/get-a-job-or-internship/get-job-internship.shtml

Campus Directory - C... | Agriculture home --... | Mail - Denise M Cros... | The Bachelor of Scien... | General Education --... | Welcome | Chico Portal | Cascade Training - W... | Data - CSU, Chico

CAREER CENTER & STUDENT EMPLOYMENT

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Mailing Address
Career Center
400 W. First St.

Hot Jobs

[+] Expand All [-] Collapse All

College of Agriculture

- Farm Garden Manager at Eames Institute
- Research Associate, Breeding and Development Greenhouse at Cibus US LLC
- Nursery Intern at Sierra Gold Nurseries
- Food Inspector at US Department of Agriculture
- Harvest Inspection Assistant at Integral Ag Inc

College of Behavioral & Social Sciences

College of Business

College of Communication & Education

College of Engineering, Computer Science & Construction Management

College of Humanities & Fine Arts

College of Natural Sciences

Handshake Your Source for Jobs and Internships

1. Login to Handshake [\(Alumni login info here\)](#)
2. Complete your profile (easiest: upload your resume to autofill your profile)
3. Click on "Jobs" on the top menu bar
4. Narrow your search using the filters provided

Set up your Handshake profile

Set Up Handshake...

Step 2: Submit completed paperwork

Internships must be approved for academic appropriateness and potential hazards or risks associated with placement. This process begins with the Internship Approval paperwork. For paid internships, once paperwork is submitted, it generally takes about a week for final approval. Unpaid internships require additional paperwork which involves additional offices on campus and can add several weeks to the process.

It is very important that you complete all paperwork fully and meet the specific deadlines.

Paperwork should be submitted to Lindsey Jeffery - lkjeffery@csuchico.edu



California State University **Chico**
College of Agriculture



Agricultural Internship Approval

- ☐ Agriculture – AGRI 389
- ☐ Agricultural Engineering Technology - AGET 389
- ☐ Agricultural Business – ABUS 389
- ☐ Animal Science – ANSC 389
- ☐ Plant and Soil Science - PSSC 389

Term: Fall
Year: 2022

Section I: Student Data

Name:	Daisy Duke	Student ID:	002145852
Email:	daisyduke@mail.csuchico.edu	Telephone:	530-898-5906
Primary Emergency Contact:	Bob Smith	Relation:	Father
Daytime Telephone:	530-680-4125	Cell Phone:	530-680-4125
Secondary Emergency Contact (optional):	Joy Luck (Sister)		
Daytime Telephone:	530-680-6366	Cell Phone:	530-680-6366

Section II: Internship Site (Provide Physical Address; P.O. Box not accepted)

Company Name:	Pigs R Us		
Address:	1234 Nowhere Lane	City:	Chico
		State:	CA
		Zip:	95928
Principal Business:	Swine Sales		
Supervisor:	Porky Pig	Email:	ppig@gmail.com
		Phone:	530-680-2145
Expected Start Date:	8-29-22	Expected End Date:	12-15-22
		Estimated total hours:	135
Is this a paid internship?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
The internship site has agreed to accommodate the accessibility needs of the student intern.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		

****Ag Internship Approval application due dates:**
Paid Internship: August 22, 2022
Unpaid Internship: August 15, 2022

The biggest issue we have each semester is students submitting paperwork that is incomplete.

Make sure to complete every highlighted space, and check every box.

1 unit = 45 hours; 2 units = 90 hours; 3 units = 135 hours. You can earn up to 6 units of internship.

Example: 10 hours x 14 weeks = 140 hours or 3 units

Don't forget to check the box that says if this is a PAID or UNPAID internship



Section III: Learning Objectives

Identify three measurable Student Learning Objectives (SLOs) for the internship experience. These must be agreed upon with the supervisor who will be responsible for assessment at the end of the internship. Note that the objectives may be modified during the course of the internship based on employer needs. Objectives should read..."Student will (insert verb such as apply, analyze, identify, evaluate, plant, harvest, operate, etc.) _____." Please provide a very thorough description of what student should know and/or do.

Learning Objective 1:

Student will determine herd health. Students will monitor health by walking livestock daily and analyzing fecal samples. Student will chart daily.

Learning Objective 2:

Student will analyze feed samples. Feed samples will be collected weekly from farrowing barn and shipped to laboratory. Student will collect and ship samples as well as enter results in spreadsheet

Learning Objective 3:

Student will to communicate with customers looking to buy swine. Student will accomplish this by making 5 calls per day and visiting with two walk in clients.

Section IV: Approvals

Student:	Daisy Duke	Signature:	<div></div>	Date:	<div></div>
Supervisor:	Porky Pig	Signature:	<div></div>	Date:	<div></div>
Instructor:	Denise Crosswhite	Signature:	<div></div>	Date:	<div></div>

Work with your supervisor to create learning objectives. You are required to have 3 learning objectives.

Section V: Site Assessment

This section is to be completed by a representative of the internship site. Questions should be directed to the CSU Chico Office of Risk Management, 530-898-6588, risk@csuchico.edu.

The internship site agrees to provide student intern appropriate and necessary training for the work environment. This encompasses health, safety, and emergency procedures, including COVID Centers for Disease Control and county health department guidelines. If No, employer should contact Risk Management.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
The internship site agrees to provide training and personal protective equipment when student interns work with any hazardous materials or machinery. If No, employer should contact Risk Management.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Will the student intern work unsupervised with minors? If Yes, employer should contact Risk Management.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Does the internship site carry general liability insurance? If No, employer should contact Risk Management.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Name:	Porky Pig	Signature:	<div></div>
Title:	Owner	Date:	8/22/22

Authorized Signatory (if different than above):	<div></div>	Title:	<div></div>
Email:	<div></div>	Phone:	<div></div>
Signature:	<div></div>	Date:	<div></div>



Release of Liability, Promise Not to Sue, Assumption of Risk & Agreement to Pay Claims



Activity: PigsRUs

Activity Date(s) and Time(s): (make sure this matches page 1)

Activity Location(s): Location of Internship - City, State

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the State of California; the Trustees of The California State University; California State University, Chico; University Foundation; and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, including claims of the University's negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.

I agree to hold the University harmless from any and all claims, including attorney's fees or damage to my personal property that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant Signature:

Participant Name (print): Daisy Duke

Date:

If participant is under 18 years of age, see next page

Updated 5.16.19

If Participant is under 18 years of age:

I am the parent or legal guardian of the Participant. I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including travel to, from and during the Activity. I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Signature of Minor Participant's Parent/Guardian

Name of Minor Participant's Parent/Guardian (print) Date

Minor Participant's Name

If you are over the age of 18 you will not fill out the second page



Free Online Signature Program Sejda

<https://www.sejda.com/sign-pdf>

The screenshot shows a web browser window with multiple tabs open. The active tab is 'sejda.com/sign-pdf'. The browser's address bar shows the URL. Below the browser window, the Sejda website interface is visible. The header includes the Sejda logo, navigation links for 'All Tools' (with a dropdown arrow), 'Compress', 'Edit', 'Fill & Sign', 'Merge', 'Delete Pages', and 'Crop'. On the right side of the header are links for 'Pricing', 'Desktop', and 'Log in'. The main content area features the heading 'Fill & sign PDF' with a 'BETA' badge, followed by the subtext 'Add signature to PDF. Fill out PDF forms'. A green button labeled 'NEW' contains the text 'Direct links for your website to fill out & sign your PDFs >'. Below this is a large green button with a document icon and the text 'Upload PDF file' with a dropdown arrow. Further down, it states 'Free service for all documents while this tool is in BETA' with a question mark icon, and links to 'Terms of Use' and 'Privacy Policy'. At the bottom, a file upload bar displays four items: 'Internship-App-Waive....pdf', 'Advancing Equity Pr....pdf', '4A8C33F6-2046-48....WAV', and 'Thank you.pdf', each with an upward arrow icon. A 'Show all' button and a close 'X' icon are on the right of the bar.



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IMPORTANT: SUMMER ONLY

Due to variances in funding for summer coursework, we encourage you to reach out to Financial Aid to see what support you can receive.

- You are eligible for financial aid if you enroll in at least 3 units.
- You are eligible for a summer Pell Grant if you are enrolled in at least 6 units.

[https://www.csuchico.edu/fa/
programs/summer.shtml](https://www.csuchico.edu/fa/programs/summer.shtml)

We will offer 1, 3 or 6 unit internships for the summer.

Step 3: Approval and Enrollment

Submit Paperwork to Lindsey: lkjeffery@csuchico.edu

Deadlines to receive internship approval paperwork vary depending on if it is paid or unpaid. See website for specific deadlines.

Receive email from faculty with confirmation of approval.

Once paperwork is approved, you can enroll in the course through Regional and Continuing Education. We recommend that you do not enroll until you receive approval.

- ☐ Agriculture – AGRI 389
- ☐ Agricultural Engineering Technology - AGET 389
- ☐ Agricultural Business – ABUS 389
- ☐ Animal Science – ANSC 389
- ☐ Plant and Soil Science - PSSC 389

Section 1 - 1 Unit/45 hours. Section 2 - 3 Units/ 135 hours or Section 3 - 6 Units/270 hours

Step 4: Complete coursework

Canvas Assignments

Weekly Hours Tracking Form

Thank You Letter

Site Evaluation

Digital Poster

A large, solid red shape on the left side of the slide, resembling a stylized drop or a curved wedge.

Questions?