

**AGRI 301  
AGRICULTURE INTERNSHIP**

*Manual*

**Summer 2024**

**Faculty Supervisor:**

Dr. Graciela Andrango  
Knoblauch 312  
School of Agriculture  
Western Illinois University  
1 University Circle  
Macomb, IL 61455

**E-mail: [gc-andrango@wiu.edu](mailto:gc-andrango@wiu.edu)**

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## Internship Benefits

**Student Can:**

1. Obtain new knowledge, skills, and work experiences.
2. Develop professional networks and contacts.
3. Understand the relationship between classroom theory and practical application.
4. Test career objectives realistically.
5. Develop professional work habits.
6. Improve interpersonal relations.
7. Become acquainted with people employed in professional occupations.
8. Prepare for a smooth transition into full-time employment.
9. Earn funds to support a college education partially.
10. Retain student status while learning on the job.

**Employer Can:**

1. Establish a pool of potential employees who have demonstrated their abilities.
2. Educate highly motivated students.
3. Benefit from an introduction of fresh, new ideas.
4. Develop an efficient training program.
5. Use internships as a recruiting tool on campus.

**WIU School of****Agriculture Can:**

1. Receive student feedback, which can affect curriculum changes.
2. Reinforce positive relationships with the business community.
3. Increase rapport with community interests and encourage community support for University programs.
4. Demonstrate WIU's concerns and support for the student's individuality.
5. Develop agriculture industry clientele for WIU internship opportunities.

## INTRODUCTION

Agriculture is changing rapidly. Agricultural careers involve crop and livestock production, forestry, ornamental horticulture, business management, delivery of supplies and services, engineering and mechanization, processing, research, and natural resource conservation. New technologies, computers, chemicals, complex production systems, etc., require that today's students need specialized training and experience to meet tomorrow's challenges.

### I. Goal

The internship aims to provide professional agricultural experiences to students in the operation and management of agricultural businesses or public or private agencies, thus enhancing preparation for a career in agriculture.

Objectives of the internship are to:

- Provide **new** first-hand applied experiences in the operation and management practices of an agriculture business or agency.
- **Create professional networks and contacts for the future.**
- Develop competencies in the operational tasks of managing an agricultural business or agency.
- Acquaint the intern with a chosen career's physical, academic, and environmental requirements.
- Develop the intern's ability to search for and find employment in business and industry.
- Provide the participating agricultural business or agency an opportunity to evaluate the employability of an intern.
- Improve oral and written communication skills of an intern.
- Demonstrate the importance of responsibility and personal interactions to the success of a career.

## II. Course Credit

The following semester-hour credit schedule will be followed. The course is repeatable for a maximum of 12 semester hours of credit; however, only six semester hours can count in the Agriculture major. The minimum enrollment is for four (4) semester hours. Each credit hour requires an accumulated sixty (60) hours of work. For example, a student signing up for five semester hours must accumulate 300 hours **verified by his/her supervisor**. The work week is 40 hours; credits will be prorated for less than 40 hours per week.

<u>Credits Allowed</u>	<u>Hours Worked</u>	<u>40 hrs weeks</u>
4.0	240	6.0
5.0	300	7.5
6.0	360	9.0
7.0	420	10.5
8.0	480	12.0
9.0	540	13.5
10.0	600	15.0
11.0	660	16.5
12.0	720	18.0

### QUALIFICATIONS

**To qualify for AGRI 301 - Agriculture Internship, the student must meet the following criteria:**

- A. Be an Agriculture major
- B. Have completed 54 semester hours before the beginning of the internship. No exceptions.
- C. Have a **MINIMUM cumulative and major GPA of 2.25** at the time of application. **No exceptions!**
- D. Follow the Agriculture 301 semester-hour credit schedule.
- E. Follow the policies and requirements of the business, industry, or agency and this internship.
- F. Pay the tuition and fees appropriate for the number of hours of the internship credit.
- G. Be graded on a letter-grade basis. The grade will be included in the GPA.
- H. **Apply to and have the approval of the faculty internship supervisor of Agriculture 301 before enrolling.**
  - 1. Internship credit **is not allowed for working with (or for) a family business.**
  - 2. If a student is working at a place of previous employment, they must **demonstrate in writing** how the internship will differ from previous duties -- **work with a different supervisor and different networks and obtain new and different work experiences.**

## INTERNSHIP REQUIREMENTS

### I. Academic Requirements for Evaluation:

**ALL DOCUMENTS SHOULD BE SUBMITTED ON TIME. Late penalties are listed below.**

Writing quality will be considered as part of the grade. One of the goals is to improve oral and written communication skills. Therefore, correct spelling and grammar are expected. All applications, reports, and other documents should be typed and submitted in the Drive folder that the WIU faculty supervisor will share with you after attending the required Internship meeting.

- A. APPLICATION FOR INTERNSHIP: 10 points (**Appendix A, pages 9-10**)  
**Due before enrolling in AGRI 301 and no later than the Monday two weeks before finals week of the preceding semester (Monday, April 22, 2024). 50% late penalty.** The application should be properly completed and signed by the faculty supervisor.
- B. INTERNSHIP AGREEMENT: 10 points (**Appendix B, pages 11-12**)  
**Due no later than one week before the start of the internship. 50% late penalty.**  
The agreement must be signed by the student and sponsoring supervisor and returned to the faculty supervisor.
- C. RESUME: 20 points (**Appendix C, pages 13-14**)  
**Due no later than one week before the start of the internship. 50% late penalty.**
- The packet includes a Sample format prepared by the School of Agriculture.
  - One copy is for the sponsoring supervisor, and one is for the faculty supervisor.
  - A minimum of three references are required (as shown on page 2 of the sample resume – page 15 in the packet).
- D. TRAINING PLAN: 20 points (**Appendix D, pages 15-16**)  
**This is due by the end of the first week of the internship. 50% late penalty.**
- Education and previous experience related to the internship.
  - Learning objectives.
  - Specific list of tasks or duties that will accomplish the learning objectives.
- E. SPECIAL PROJECT PLAN: 20 points (**Appendix E, page 17. See page 18 for a sample**)  
**This is due by the end of the first week of the internship—a 50% late penalty.**  
The special project is an investigative activity the intern does during the internship. The plan should contain objectives, problem identification, and procedures for solving the problem, including the sequential steps involved and a statement about who benefits and how.
- F. REQUIRED GROUP MEETING (Early March): 30 points
- A meeting of students planning to be involved in internships and the faculty supervisor will be held sometime during the semester before the internship begins.
  - The purpose of this meeting is to review all protocols.

- G. WEEKLY REPORTS: 150 points (On time--50 points; Completeness--100 points) (**Appendix F, page 19. See pages 20-21 for sample**)
- Reports should be submitted weekly via the designated **DRIVE** and are due by 1:00 pm on Monday of the following week.
  - Reports should include the following: A written analysis of one component of the business or agency, past week's activities, next week's planned activities, learning experiences and problems, and a daily log of hours worked.
  - Refer to Appendix F-1 for details.
  - Reports should follow the format described in the sample (pages 20 and 21). Writing quality (including spelling and grammar) will be evaluated.
- H. FINAL REPORT OF SPECIAL PROJECT: 120 points. (On time--20 points; Completeness--100 points) (**Appendix G, page 22**)
- The special project report is due within ten days after the end of the internship (unless the research project continues).
  - The report should clearly describe the process of investigating the problem, the problems encountered and how they were overcome, conclusions developed recommendations, and a statement of who benefited and how.
  - Report should be typed and double-spaced. Writing quality will be considered.
- I. INTERNSHIP SUMMARY: 120 points (On time--20 points; Completeness--100 pts.) (**Appendix H, page 23**)
- The summary report is due within ten days after the end of the internship.
  - Summary should follow the format shown in Appendix G.
  - Report should be typed and double-spaced. Writing quality will be considered.
- J. EVALUATION BY COOPERATING SUPERVISOR: 100 points (**Appendix I, page 24**)  
The cooperating supervisor will use the evaluation form to assess the intern's performance at the business or agency. The intern will give a copy of the evaluation form in this manual to the sponsoring supervisor to evaluate the intern's performance, and it will be considered when the final grade is determined.
- K. CONFIRMATION OF HOURS BY COOPERATING SUPERVISOR: (**Appendix J, page 25**)  
The cooperating supervisor will use the confirmation of hours form to confirm the number of hours the intern reported during the internship. The intern will give a copy of the evaluation form and confirmation of hours form in this manual to the sponsoring supervisor to fill out to be considered when the final grade is determined.

## II. Evaluation

The final grading scale is based on the points shown below (see Appendix I, page 25 for details):

Grade	Points	Grade	Points	Grade	Points
A	558-600 pts.	B-	480-497 pts.	D+	402-419 pts.
A-	540-557 pts.	C+	462-479 pts.	D	378-401 pts.
B+	522-539 pts.	C	438-461 pts.	D-	360-377 pts.
B	498-521 pts.	C-	420-437 pts.	F	0-359 pts.

Note: An incomplete grade will be given if the internship is not completed by the end of the school term (grades due on Monday, July 29, 2024). All reports are due within ten days after completion of the internship.

## III. Additional Coursework

The internship is a time and energy-demanding experience, so the intern is expected to give it a full effort. Be advised not to take any other coursework during the internship. Another course can be taken only with written permission from the cooperating business/agency and the WIU School of Agriculture academic advisor and Director.

#### **IV. Dropping the Internship**

If an internship is not obtained after enrolling in the course (Agriculture 301), consult the class schedule book for the last day to process a withdrawal. It is the student's responsibility to drop the course before that date to avoid payment for the course and to avoid an unsatisfactory grade.

#### **V. Exceptions to the Requirements**

Any requests for exceptions to conditions or requirements outlined in this syllabus must be made **in writing** to the School of Agriculture faculty supervisor (Graciela Andrango) when the application is submitted.

#### **VI. Faculty Communications**

Assuming adequate University transportation budgets, each intern will be visited by the School of Agriculture faculty supervisor (Graciela Andrango) during the internship. A visit will be prescheduled so the sponsoring supervisor and the intern can arrange to meet.

If a conflict in date or time occurs for the announced date, the intern should call the internship supervisor (Graciela Andrango) immediately to reschedule the visit.



**Appendix A  
(10 points)**

**APPLICATION FOR AGRICULTURAL INTERNSHIP**

**Due before enrolling in AGRI 301 and no later than the Monday two weeks before finals week of the preceding semester (due no later than Monday, April 22, 2024)**

Name \_\_\_\_\_ WIU ID # \_\_\_\_\_

WIU Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ Major GPA \_\_\_\_\_

Currently Completed Total Semester Hrs. \_\_\_\_\_ Planned Graduation Date \_\_\_\_\_

\_\_\_\_\_ Transfer student from: Community College \_\_\_\_\_

\_\_\_\_\_ 4-Year School \_\_\_\_\_

\_\_\_\_\_ Not a transfer student

Expected beginning date \_\_\_\_\_ Ending date \_\_\_\_\_

Internship Semester: \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_ Spring

No. of hours to be enrolled (4-12) \_\_\_\_\_

Mark the area of agriculture in which you are interested for the internship:

_____ Ag Finance	_____ Agronomy
_____ Ag Mechanization	_____ Animal Science
_____ Ag Management	_____ Forestry
_____ Ag Marketing	_____ Horticulture/Conservation
_____ Other (specify) _____	

Specific career objectives:

1st choice:

2nd choice:

Describe what experience and/or training you hope to gain from participation in the internship program.

Describe the special project you are interested in doing during the internship.

Name of the cooperating agricultural business or agency you wish to work with.

Business/Agency Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Immediate supervisor (if known) \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

If known, give the contact information where you can be reached during your internship:

Address \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

Have you worked for (or are currently working for) this agricultural business or agency? If the answer is "yes," describe the previous (current) experience.

\*\*\* Do you have any health issues that the employer should know about before you start? If the answer is "yes," briefly describe the health issue(s).

This will be completed by the faculty supervisor (Graciela Andrango).

Approved:

Disapproved:

Date:

Reasons for disapproval:

**Appendix B (Page 1 of 2)**  
**(10 points)**

**INTERNSHIP AGREEMENT**

**Due no later than one week before the start of the internship**

THE COOPERATING AGRICULTURAL BUSINESS/AGENCY AGREES TO:

1. Cooperate in developing and conducting a training plan the intern will follow. This training will include activities in several areas of the agricultural business. Similarly, the variables, constraints, and general thought processes involved in making management decisions will be discussed with the intern as much as possible.
2. Provide the intern with the necessary materials to complete an agreed-upon special project.
3. Complete the intern's evaluation form and send it (mail, email, or fax) to the faculty supervisor.
4. Provide the student intern with safety instructions commensurate with the level of danger for the intern, others in the area, and/or the environment.
5. Verify that the number of hours the intern submits to the faculty supervisor is accurate (See Appendix I).

THE FACULTY SUPERVISOR AGREES TO:

1. Be responsible for final approval of the training plan.
2. Arrange one visit during the intern program (assuming adequate University travel funds are available).
3. Discuss the internship's responsibilities, requirements, and training plan with the intern. The faculty supervisor will evaluate all documents, weekly reports, final report, and special project report.

THE STUDENT INTERN AGREES TO:

1. Review and fulfill the qualifications and requirements for the internship.
2. Enroll in Agriculture 301, Agriculture Internship, for an agreed-upon number of credits (assuming prior approval by the faculty supervisor).
3. Develop and complete the required documents and reports with the cooperating agricultural business/agency and the faculty supervisor.
4. Make the initial contact with the cooperating agricultural business/agency and obtain the position desired.
5. Provide an up-to-date resume for the business/agency sponsor and the faculty supervisor.
6. Contact the faculty supervisor immediately if a problem arises regarding the internship.

**Appendix B (Page 2 of 2)**

Internship Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

The approximate number of hours the intern will work per week:

\_\_\_\_\_

The below-named parties agree to fulfill the listed responsibilities to the best of their abilities:

Intern: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Sponsoring Supervisor: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Ag Business/Agency \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

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

Faculty Supervisor: Graciela Andrango

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SAMPLE**

**Appendix C  
(20 points)**

**Due no later than one week before the start of the internship**

**RESUME**

*Name*

***Present Address:***

School Address  
School Phone

***Permanent Address:***

Home Address  
Home Phone

***Career Objective:***

(Director) of (Production Marketing) in the (Agricultural industry), starting in (sales) or (production). **Be specific, and tailor it to the job you are applying for. Indicate short and long-term goals.**

***Education:***

**Bachelor of Science, Date**

Western Illinois University, Macomb, IL 61455

**Major: Agriculture (Business)**

GPA: 3.0/4.0

**Concentration: (Horticulture)**

Major: 3.6/4.0

**Major Subjects: (Specific to this job)**

Pomology

Dendrology

Pathology (etc.)

***Related Work Experience:***

List each employer and give the address--be specific about responsibility. Show promotions--initiatives taken.

***Other Work Experience:***

Be specific about responsibility--show initiatives taken.

***Activities:***

Show programs initiated or other evidence of responsibility, interaction with people, and communication skills. Be selective; a long list of activities without contributions may be useless.

***Skills:***

Show all special skills, abilities, licenses, certificates, etc.

***Honors:***

Awards, recognition, etc.

**Appendix C**

*Name*

***Present Address:***

School Address  
School Phone

***Permanent Address:***

Home Address  
Home Phone

***References***

You need to list a minimum of three references. Reference sources could be:

- Faculty reference
- or 2 Employer references (non-relative)
- Character reference (non-relative)
- Others up to five total.

Be sure to contact each person you will be listed as a reference. These people must provide their permission to be listed as a reference and be willing to write a favorable letter of reference for you, in case you needed (these are to be shown on a second page headed by name and address as shown above).

Format: List your (at least) three references as follows:

<u>Title &amp; Name</u>	Ms. Emma Franks	Dr. Lonnie White
Complete business address	2131 Hagemann Ave	801 Post Oak Dr.
City, ST, ZIP	Morning Sun, IA 52622	Rockdale, TX 77298
Business Phone*	309.233.6776	512.448.7721
Email*	<a href="mailto:efranks@email.com">efranks@email.com</a>	<a href="mailto:lwhite@email.com">lwhite@email.com</a>

\*cell phone numbers and email with reference permission

**Appendix D (Page 1 of 2)**  
**(20 points)**

**INTERNSHIP TRAINING PLAN**

**This is due by the end of the first week of the internship.**

The purpose of a training plan is to provide direction to ensure that agreed-upon experiences and activities occur during the internship. Follow the outline and examples shown below.

**Intern name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Cell phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Agriculture business/agency:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Appendix D (Page 2 of 2)**

**1. Preparation for the Internship:**

- a. Education: Select all relevant courses from your transcript that you feel have prepared you for this position. List the course's name, number, and catalog description.) Note that the catalog is available online.
- b. Experience: List all previous work experience, including dates, job titles, and a description of your responsibilities. Also, include extracurricular activities in college.

**2. Learning Objectives (list minimum of eight or more) EXAMPLES:**

- Learn how to make soil fertility recommendations to clientele with 100% accuracy. Evaluation will be made by the FS supervisor using FS fertility recommendations as the standard.
- Become familiar with herbicides sold by FS and make recommendations for agronomic crops with 100% accuracy. Evaluation will be made by the FS supervisor using FS recommendations as the standard.
- Learn to identify racehorse injuries. Evaluation will be performed by the supervisor using Equine Medicine as the standard. 100% accuracy is expected.
- Learn to accurately evaluate horse conformation using the Horse Judging Guide as the standard. The evaluation must be acceptable to the supervisor.
- Determine proper spray application rates with various types of spraying equipment. The calibration must be accurate to ensure correct applications. Evaluation will be performed by the Coordinator of Farm and Greenhouse Operations using the equipment instruction manuals as standard.

**3. Detailed outline of tasks to be performed at the internship site** (obtained by consulting with your cooperating agency).

**4. Signatures and dates:**

Internship Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

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

Sponsoring Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Supervisor (Graciela Andrango): \_\_\_\_\_ Date: \_\_\_\_\_



**Appendix E  
(20 points)**

**SPECIAL PROJECT PLAN**

**AGRI 301 – Agriculture Internship**

**(Due by the end of the first week of the internship)**

TITLE OF SPECIAL PROJECT: \_\_\_\_\_

IDENTIFICATION OF PROBLEM:

PROJECT OBJECTIVES:

PROCEDURE FOR THE PROJECT: (what will be done and how)

WHAT/WHO WILL THIS BENEFIT AND HOW:

Intern: \_\_\_\_\_

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cooperating Supervisor: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SAMPLE**

### **SPECIAL PROJECT PLAN**

The purpose of the special project is to allow the intern to study a particular component or segment of the cooperating agricultural business or agency. The intern is responsible for developing the special project in cooperation with the cooperating agricultural business or agency (a special project may be unpaid).

**For example**, the in-depth special project could:

1. Explain the overall operation of the agricultural business.
2. Study the methods and techniques used to perform a specific operation in the business.
3. Compare livestock feeding rations and analyze the results by comparing weight gain, health problems, etc.
4. Develop a detailed outline of crop pest problems and recommended control means.
5. Develop a marketing plan for an agribusiness.
6. Conduct a study/research project of interest to the employer.

The special project could use the significant steps in the scientific problem-solving method. The method includes the following steps:

1. Identifying the problem.
2. Developing a hypothesis and objectives.
3. Collecting data.
4. Interpreting data.
5. Develop conclusions.
6. Application of the conclusions.

**Appendix F  
(150 points)**

**WEEKLY REPORT**

The intern must submit a series of reports documenting progress regarding the training outline and activities occurring during the internship. **One report will be due each week (by 1:00 pm on the following Monday) and must be typed.** Timeliness and writing quality will be considered as part of the grade. If special provision needs to be made for a late report, contact the faculty supervisor well in advance.

**EACH REPORT SHOULD CONTAIN:**

1. Activities completed in the present week that fulfill the requirements outlined in the internship training plan. This section should include a narrative of the week's activities and relate to how you meet your training plan's objectives. The preferred format will be to present your activities as a daily log (see the example)
2. Activities are planned for next week.
3. A general assessment of the intern's satisfaction with the internship to the point in time.
4. A written analysis of one component of the business/agency. These might include, for example, medical plans, privacy policies, employee positions/responsibilities, accident policies, etc.
5. A daily log of your hours, similar to the following:

<b>Monday</b>	Jun 4	8
<b>Tuesday</b>	Jun 5	10
<b>Wednesday</b>	Jun 6	7
<b>Thursday</b>	Jun 7	4
<b>Friday</b>	Jun 8	4
<b>Saturday</b>	Jun 9	10
<b>Sunday</b>	Jun 10	0
<b>Total</b>		43

NOTE:

**Submit the report in the Drive folder before 1:00 p.m. on the following Monday.**

**(The WIU faculty supervisor will share the Drive Folder after you have attended the required Internship Meeting)**

## SAMPLE

### WEEKLY REPORT #3 (June 1 - June 7)

#### Intern

Joe Intern  
1273 Red Brick Rd  
Macomb, IL 61455  
JI@internetaddress  
309-298-1044

#### Organization

XYZ Brand Seeds  
900 Susan Court  
Macomb, IL 61455

#### Supervisor

Frank Super  
Frank@XYZ  
309-298-1076

#### A. Log of Hours Worked for Week # 3 (June 1- June 7)

Monday	2
Tuesday	9
Wednesday	12
Thursday	10
Friday	0
Saturday	0
Sunday	0
<b>Total</b>	<b>33</b>

#### B. Report of **Activities and Knowledge Gained** for Week # 3 (June 1 - June 7)

Monday- Today was a slow day due to the rain. It's too wet to be in the fields, so catching up on paperwork was a good day. Frank and I got to look at some soybeans that were emerging but had a slug-feeding problem.

Tuesday- I rode with Clayton Becker (another Field Sales Manager) and met contacts I will work with within his area this summer. I met Dave Smith from Northern FS, Jeff Jackson, and Dave and Dave Jr. from Giles Farms. Later, we looked at a field with a Japanese beetle larvae problem with Doug Dauphin from the DeLong Co. We learned about some issues in Dr. Roskamp's classes. Still, seeing real-life examples and how our company and growers deal with them is exciting.

Wednesday- I rode with Frank again today and met some more people we will be working with this summer. We toured the Company Field Test Station near Shabbona so I could get an idea of what was going on there. Then, we inspected some mouse-damaged seed bags at UAP Richter. It's interesting to see how Frank handles these situations.

Thursday- I rode with Andy Asbury, a WIU graduate, today and met contacts in his area. We also inspected side-by-side plots of XYZ and competitors' hybrids at Nick Jones's place. Nick is one of our better growers and farmer dealers. We will be working a lot with him and his customers this summer.

Friday- It rained out today.

Saturday-Day off

Sunday-Day off

### **C. Activities planned for Week # 4**

On Monday, I will go down to Andy's area to meet some more of his dealers. Then, I will drive to Stanton, MN, on Tuesday afternoon for a company internship training program, which will run from Wednesday morning to noon on Friday. I will drive back on Friday afternoon and make farm visits with Frank in his area on Saturday.

### **D. Analysis of One Component of the Organization**

Intellectual Property Rights:

Agreements relating to the licensing and using intellectual property rights (patents, plant variety rights, trademarks, designs, copyrights, know-how, and trade secrets) may be subject to special rules and considerations that affect antitrust risk. All such agreements should be reviewed in advance by company legal counsel. Information is from the XYZ Policy Manual.

### **E. General Assessment of the Intern's Satisfaction with the Internship**

I am pleased so far with the way the internship is progressing. I have made a lot of personal contacts already and had the chance to work with several of the area's sales managers, dealers, and customers. Frank is a great supervisor. He's a good teacher and explains things well: for example, when we were looking at a field where a customer had a problem with poor emergence. It was a great learning experience for me to see him analyze this situation and relate to the customer. Once he explains things, he gives me the responsibility to go out alone. I'm looking forward to the company internship training next week.

**Submit the report in the Drive folder before 1:00 p.m. on the following Monday.**

**(The WIU faculty supervisor will share the Drive Folder after you have attended the required Internship Meeting)**

**Appendix G**  
**(120 points)**

**SPECIAL PROJECT REPORT:**  
**(Final grades will not be assigned until this report is submitted)**

Heading: Intern Name

Date of final report

Title: Special Project Title

**Introduction:** The special project report should first restate the project plan (what you planned to do). Summarize what was accomplished in this special project.

Paragraph 2 (P2): Explain why this particular project was chosen.

P3: Detail any changes made from the Special Project Plan (App E-2) and why.

P4: Describe how you accomplished the plan, how long it took, who you contacted, and what resources you used (e.g., internet, reference books, library, etc.).

P5: Describe your findings, including tables, graphs, charts, or other documents.

P6: Describe how your employer can use your special project.

Use the following format if the project follows the scientific method approach (scientific experiment or trial).

Heading 1 (H1): **Summary:** Summarize what was accomplished in this special project.

H2: **Introduction:** Explain the background that set up the experiment.

H3: **Materials & Methods:** Describe your data collection method.

H4: **Results:** Describe what was found in the experiment.

H5: **Discussion:** Describe your interpretation of your data and application.

H6: **References:** List all references, including people resources

**Appendix H**  
**(120 points)**

**INTERNSHIP SUMMARY**

**Due within ten days of the end of the internship**  
**(Final grades will not be assigned until this report is submitted)**

The internship summary should be written during the last week of the internship and is due to the faculty supervisor ten days after completion of the internship. It should be typed and written in essay form. Timeliness, writing quality, and style will be a part of the grade.

The internship summary should be an analysis of the internship experience and should address the following items:

1. The cover page must include the course title and number, cooperating business/agency and address, name of cooperating supervisor, your name, date, and faculty supervisor's name.
2. The purpose and objectives of the internship.
3. A summary description of the agricultural business or agency--include their mission.
4. A statement about each agricultural business/agency area and how it operates.
5. A summary description of what was learned during the internship.
6. Special highlights that occurred.
7. Areas or skills in which personal and professional improvement occurred.
8. Attitudes and perceptions about the experience and career field developed due to the internship experience.
9. Areas of study at WIU that would assist in the chosen career.
10. Suggestions and recommendations for improving the internship experience and the program's structure (besides classes/academics).
11. Conclusion.

**Appendix I (Page 1 of 2)**  
**(100 points)**

**Return to:**  
**Dr. Graciela Andrango**  
**School of Agriculture**  
**1 University Circle**  
**Western Illinois University**  
**Macomb, IL 61455**  
**[GC-Andrango@wiu.edu](mailto:GC-Andrango@wiu.edu)**

**EVALUATION OF THE INTERN**  
**By Cooperating Supervisor**

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

Business/Agency: \_\_\_\_\_

Sponsoring Supervisor: \_\_\_\_\_

The evaluation should be objective, comparing the intern to other personnel assigned the same or similar positions or students of comparable academic level. Your suggestions and recommendations are welcome. **Please rate the intern on the following categories: 0 = extremely poor; 5 = average; 10 = excellent; NA = not applicable.**

1. Responsibility \_\_\_\_\_
2. Quality of work \_\_\_\_\_
3. Attitude \_\_\_\_\_
4. Initiative \_\_\_\_\_
5. Ability to learn \_\_\_\_\_
6. Dependability \_\_\_\_\_
7. People skills \_\_\_\_\_
8. Verbal communication \_\_\_\_\_
9. Written Communication \_\_\_\_\_
10. Professionalism \_\_\_\_\_

**Comments:**



Appendix J (Page 2 of 2)

CONFIRMATION OF THE INTERN'S HOURS  
By Cooperating Supervisor

(To be submitted along with Evaluation of the Intern- once the internship has been completed)

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

Business/Agency: \_\_\_\_\_

Sponsoring Supervisor: \_\_\_\_\_

The intern has reported the following hours worked. Please confirm or deny that these hours appear accurate (check the appropriate box and sign). If there are significant discrepancies, please explain how your records deviate from the intern's reported hours.

May 14-18 0	May 21-25 0	May 20-June 1 0	June 4-8 0
June 11-15 0	June 18-22 0	June 25-29 0	July 2-6 0
July 9-13 0	July 16-20 0	July 23-27 0	July 30-August 3 0
August 6-10 0	August 13-17 0	Total as of xx/xx/xx = ###	

The hours listed above appear accurate.

Supervisor's Signature \_\_\_\_\_

The hours listed above appear inaccurate (please discuss below).

Supervisor's Signature \_\_\_\_\_

**EVALUATION OF THE INTERN**  
**By Faculty Supervisor**

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

Business/Agency: \_\_\_\_\_

<b>Appendix</b>	<b>EVALUATION CRITERIA</b>	<b>POINTS POSSIBLE</b>	<b>POINTS EARNED</b>
	Attendance to group meeting	30	
A	Application for internship	10	
B	Internship Agreement	10	
C	Resume and references	20	
D	Internship training plan	20	
E	Special project plan	20	
F	Weekly activity reports	150	
	- On time	50	
	- Completeness	100	
G	Special project report	120	
	- On time	20	
	- Completeness	100	
H	Internship summary	120	
	- On time	20	
	- Completeness	100	
I	I. Evaluation and Confirmation of intern's hours by Cooperating Supervisor	100	
<b>TOTAL POINTS</b>		<b>600</b>	

**Grade Scale:**

<b>Grade</b>	<b>Points</b>	<b>Grade</b>	<b>Points</b>
A	558 – 600	A-	540 – 557
B+	522 – 539	B	498 – 521
B-	480 – 497	C+	462 – 479
C	438 – 461	C-	420 – 437
D+	402 – 419	D	378 – 401
D-	360 – 377	F	0 – 359