

# Agribusiness Internship Assignment 1

## STUDENT WORK REPORT

Name: _____	ID#: _____
Major/Minor: _____	Company: _____
Department: _____	Your Title: _____
Supervisor's Name: _____	Supervisor's Email: _____
Supervisor's Title: _____	Hours Worked Per Week: _____
Start Date: _____	End Date: _____
Semester of Credit: _____	

**Instructions:** Objectively rate your experience with this employer using the scale below.

*4 – Excellent    3 – Above Average    2 – Satisfactory    1 – Needs Improvement    N/A – Not applicable*

Work Experience	Rating	Comments (as needed)
• Relationship of work to career goals		
• Training/orientation received		
• Supervision received		
• Level of responsibility assigned		
• Abilities/academic training utilized		
• Communication/cooperation among co-workers		
Learning Experience	Rating	
• Academic preparation for this job		
• Information, skills, or techniques learned on the job (not learned in class)		
• Relationship of work to academic program		
• Career/professional knowledge gained		
Personal Development	Rating	
• Self confidence gained		
• Understanding your strengths and weaknesses		
• Improvement of communication skills		
• Improvement of interpersonal/teamwork skills		
• Ability to network with or meet people who contributed to your professional growth		
Overall	Rating	
• Evaluation of employer and work experience		

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|--|-----|----|
| • Did this work assignment meet your expectations?   | Yes | No |
| • Was the time period in which you worked long enough to learn the specific job and participate in appropriate learning experiences? | Yes | No |
| • Would you want to do an internship with this organization again?   | Yes | No |
| • Would you consider this company for permanent placement?   | Yes | No |
| • Would you recommend this as a work site to other U of A students?<br>Why or why not?   | Yes | No |

• Please share any success stories or problem situations that you experienced while working at your internship.

• What new skills or procedures did you learn during your internship credit experience?

• Please elaborate and be specific regarding the following: What is your overall evaluation of your experience with this company/organization, especially in relation to your career goals?

## Agribusiness Internship Assignment 2

### EMPLOYER EVALUATION

**Instructions:** To be filled out by the student's immediate supervisor to evaluate the student objectively, comparing them with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

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

Student Job Title: \_\_\_\_\_

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

Dates Worked: \_\_\_\_\_

#### RELATIONS WITH OTHERS

- ☐ Exceptionally well accepted
- ☐ Works well with others
- ☐ Gets along satisfactorily
- ☐ Has some difficulty working with others
- ☐ Works very poorly with others

#### JUDGMENT

- ☐ Exceptionally mature
- ☐ Above average in making decisions
- ☐ Usually makes the right decision
- ☐ Often uses poor judgment
- ☐ Consistently uses bad judgment

#### ABILITY TO LEARN

- ☐ Learns very quickly
- ☐ Learns readily
- ☐ Average in learning
- ☐ Rather slow to learn
- ☐ Very slow to learn

#### ATTENDANCE

- ☐ Regular
- ☐ Irregular

#### PUNCTUALITY

- ☐ Regular
- ☐ Irregular

#### ATTITUDE – APPLICATION TO WORK

- ☐ Outstanding in enthusiasm
- ☐ Very interested and industrious
- ☐ Average in diligence and interest
- ☐ Somewhat indifferent
- ☐ Definitely not interested

#### DEPENDABILITY

- ☐ Completely dependable
- ☐ Above average in dependability
- ☐ Usually dependable
- ☐ Sometimes neglectful or careless
- ☐ Unreliable

#### QUALITY OF WORK

- ☐ Excellent
- ☐ Very good
- ☐ Average
- ☐ Below Average
- ☐ Very poor

#### OVER-ALL PERFORMANCE

- ☐ Outstanding
- ☐ Very Good
- ☐ Average
- ☐ Marginal
- ☐ Unsatisfactory

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What traits help or hinder the student's advancement?

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Additional Remarks

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Has this report been discussed with the student? ☐ Yes ☐ No

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*Student Signature*

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*Supervisor Signature*

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*Date*

## **Assignment 3 - Agribusiness Internship Paper**

### **Paper Format:**

All papers must conform to the format and outline below. Papers not addressing one or more of the outline items will have to be revised to include the missing items before credit will be granted.

1. Double spaced typed in 12-point Times New Roman font
2. 1-inch margins, free of grammatical and spelling errors
3. 1,250 word (minimum) in length (not including the cover page, approximately 5 pages of written text)

### **Agribusiness Internship Paper Outline:**

#### **1. Cover Page**

The cover page must include the following information:

1. Your name, student ID number, and your e-mail address
2. The date the paper is being submitted
3. The title and name of the course: AGEC 401V - Agribusiness Internship
4. The organization you are working for and the title of your position

#### **2. Background**

Provide a description of the organization in which you worked. Describe the primary products and/or services that the organization provides, and the features of the organization that distinguish it from others in a similar industry. If you were part of a specific division (or team) of the organization (e.g. commodity services division or domestic agricultural policy team) please describe how the division/team contributes to the umbrella organization. Also, provide a job description for the position you held during your internship. The description should include: the name and title of your immediate supervisor, the primary duties you were responsible for on typical workdays, and any additional duties you were occasionally responsible for completing.

#### **3. Agribusiness Degree Program Skills**

How have the critical thinking and quantitative literacy skills you are building in the Agribusiness Degree Program been used in your internship? Critical thinking is the analysis of facts to form a judgment. Quantitative literacy involves being familiar with methods used to gather and analyze data and allows you to understand and critically validate charts, graphs, tables and statistics that you see in the news, journals, textbooks, websites, and many other places. The Agribusiness Degree Program is designed, in part, to help you develop and sharpen your critical thinking and quantitative literacy skills. Describe a minimum of three ways in which you have used skills developed in the Agribusiness Degree Program during your Internship Experience.

#### **4. Conclusion**

Summarize how this internship experience has contributed to your development as a student and to your career development. Did the experience help to illuminate the type of career/work you do or do not want to do? Which courses provided a useful background for performing your work and for understanding the business environment of your company? What was your most significant learning experience during your internship? Would you recommend any changes the company should make in how they administer their internship program?

## **Assignment 4 - Agribusiness Internship Video Presentation**

**Video Presentation:** students will prepare an oral presentation using VoiceThread in Blackboard highlighting their accomplishments and internship experience. Inclusion of pictures, videos and interviews from the student's internship experience are strongly encourage. The goal is to produce a short video that can be shared with faculty and students in the department.

1. 3-5 minutes in length
2. Pictures and videos from the internship experience are encouraged
3. At least one interview with a colleague or supervisor from your internship is encouraged
4. Students will use VoiceThread to upload and narrate their presentation

### **Agribusiness Internship Video Outline:**

#### **1. Introduction**

1. State your name
2. The internship organization
3. The title of your position

#### **2. Background**

Provide a description of the organization in which you worked. If you were part of a specific division (or team) of the organization (e.g. commodity services division or domestic agricultural policy team) please describe how the division/team contributes to the umbrella organization. How would you describe your job? Who was your supervisor? What was a typical workday like? What were your primary duties?

#### **3. Agribusiness Degree Program Skills**

The Agribusiness Degree Program is designed, in part, to help you develop and sharpen your critical thinking and quantitative literacy skills. Describe how the Agribusiness Degree Program has helped you develop such skills and how you have used these skills during your Internship Experience.

#### **4. Conclusion**

Summarize how this internship experience has contributed to your development as a student and to your career development. Did the experience help you identify the type of career you want or do not want? What was your most significant learning experience during your internship? Would you recommend this internship experience to other students? Do you have any funny or entertaining stories from your internship that you'd like to share?