

Masters in Agriculture Internship/Practicum Guide

What is an internship/practicum?

A carefully monitored work or service experience in which an individual has intentional learning goals and reflects actively on what she or he is learning throughout the experience. Part of an educational program and carefully monitored and evaluated for academic credit, or part of a learning plan that the intern develops.

Students must identify and participate in an 8 week full-time (40 hours per week) internship/practicum, with an identified internship/practicum mentor. The internship/practicum can be paid or unpaid, and will usually be conducted in a non-academic workplace. The objectives of the internship/practicum are to encourage students to integrate elements of the course work into the workplace and to capitalize on the transitional aspects of the MS in Agriculture program. The internship/practicum will include an Internship/Practicum Proposal, and an Internship/Practicum Log. After completion of the internship/practicum, an Internship/Practicum Report will be written to show that the student was challenged; 1), to complete an assigned internship/practicum and 2), to interpret and integrate course work and the internship/practicum experience.

Students must enroll in AGRI 702 Master's Special Problems/Internship/Practicum for a minimum of 2 credits during the semester they perform the internship/practicum. A written internship/practicum proposal should be submitted for approval and must follow the Internship/Practicum Proposal guidelines; allow sufficient time for review and approval. The internship/practicum must be a new experience for the student, and if a student wishes to do an internship/practicum in a current workplace the nature of the internship/practicum must be completely different from his/her regular responsibilities; for example the internship/practicum could be conducted in a different office or department within the workplace. During the internship/practicum, students will be expected to keep a weekly Internship/practicum Log to document progress. Finally to successfully complete the internship/practicum, students will write an Internship/practicum Report under the guidance of their internship/practicum mentor and graduate committee. This report will form the basis of the final master's examination.

Timeline of Internship/Practicum

- Internship/Practicum Proposal approval is due 10 days before the start of the Internship/practicum
- Internship/Practicum Log is completed every week of the internship/practicum and made available upon request at any time during the internship/practicum and will be available for the final examination.

- Submit the final copies of the Internship/Practicum Proposal, the Internship/Practicum Log, the Internship/Practicum Report and the completed Non-Thesis Final Examination Scheduling form to the committee members at least 10 working days before the scheduled date of the final examination.
- It is highly recommended that students submit a draft of the final internship/practicum report to Graduate Committee members at least 15 working days before the scheduled date of the final examination.
- Students must also arrange for the 'Mentor Evaluation of Student Form' to be emailed to the MSAG academic coordinator at llujan@wsu.edu.
- Students must also complete the 'Student Evaluation of Internship/Practicum Experience Form' and email to the MSAG academic coordinator at llujan@wsu.edu.
- These two forms must be available for the Final Examination.

Internship/Practicum Proposal

One month prior to the start of the internship/practicum, students must submit a complete Internship/Practicum Proposal with the assistance of their internship/practicum mentor and Chair of their graduate committee. The proposal should be approved by all members of the student's graduate committee, at least 10 days prior to the anticipated start date of the internship/practicum. The following items must be included in the complete Internship/Practicum proposal:

1. Internship/Practicum Agreement (form)
2. Proposal (to include the following)
 - Internship/Practicum Location: a brief summary of the workplace, including the nature of the work, complete address(es), phone and e-mail contact details of the internship/practicum mentor, and any compensation/ reimbursement provided.
 - Internship/Practicum: the title and a brief summary of your responsibilities.
 - Internship/Practicum Timeline: list specific beginning and ending dates, number of work hours/week, and total number of hours you will spend on this internship/practicum.
 - Internship/Practicum Description: describe in detail what the aims of the internship/practicum are, what you will be doing, and how you will be doing it. If your internship/practicum is a research project, the background, hypothesis, methodology, and references must be included.
 - Internship/Practicum Outcomes: explain what new skills and/or knowledge you hope to acquire during this internship/practicum.
 - Internship/Practicum Evaluation: how will your mentor evaluate your performance? Identify specific parameters to be assessed.
3. A resume written with the goal to secure this specific internship/practicum.

A copy of the approved complete internship/practicum proposal (items 1, 2 and 3), should be submitted to the Plant Health Management Program Director by email to llujan@wsu.edu before the beginning of the internship/practicum.

Internship/Practicum Log

The log is a professional record of your internship/practicum experience and will vary in format depending on the internship/practicum and requirements of your mentor. The frequency of updating your log may be daily, biweekly or as required by your mentor; however a summary of all weeks' work is mandatory. The log will be dated and carefully maintained to the specifications of your internship/practicum mentor. If you are participating in a research project, you will keep precise notes of your experimental procedures; if your internship/practicum involves a design project, computer analysis, library research or data collection and analysis, you will record your work and maintain your log as determined by the progression of the project under the supervision of your mentor. The purpose of the log is to show that you can carefully record your work in a written format, such that it can be repeated. Your graduate committee will review your log and it will contribute to your final internship/practicum grade. If a signed confidentiality agreement is required for your internship/practicum, arrange for your mentor to contact your graduate committee to verify that you maintained an adequate log.

Each log entry should be long enough to sufficiently summarize the activities for the day or week (typically 2-3 pages, single-spaced). Be concise, neat and thorough and follow the log format dictated by the specifics of the internship/practicum.

Internship/Practicum Report

This report will be based on the experience obtained through the internship/practicum. The objectives of the report are to show that: 1) students can communicate effectively by writing, 2) students can integrate the internship/practicum experience with both the science and professional course work, and 3) students gained valuable workplace experience.

Guidelines for the Internship/practicum Report:

The suggested length of the internship/practicum report should be 10 double-spaced pages, including figures and tables. The height of the letters must be no smaller than 10 point; must be no more than 15 characters per inch (cpi); Helvetica or Arial 12-point are suggested fonts. References are not included in the page limitations.

The format for the report should be according to the following guidelines:

- Abstract–Briefly (250 words), what is the overall hypothesis, aim or information that is to be tested or gained from the internship/practicum?
- Introduction with background and significance of the proposed internship/practicum, why is the work important?
- Design and Methods of completing the Internship/practicum
- Results
- Conclusions and Future Directions.
- Personal Internship/practicum Experience. The student will also report on his/her personal internship/practicum experience and will include a rating on: a) the internship/practicum environment, b) the internship/practicum experience, c) internship/practicum challenges and opportunities and d) relevancy to his/her MS in Agriculture program of study course work.

It is highly recommended that students submit a draft of the final internship/practicum report to the Graduate Committee members at least 15 working days before the scheduled date of the final examination.

At least 10 working days before the final examination students must submit the final copy of the Internship/practicum Report, copies of the completed Internship/practicum Proposal, and Internship/practicum Log to the committee members.

Students must arrange submission of the completed Non-Thesis Final Examination Scheduling form, the Mentor Evaluation of Student Form and the Student Evaluation of Internship/Practicum form to the MSAG academic coordinator at llujan@wsu.edu. The completed and signed Non-Thesis Final Examination Scheduling Form is due in the Graduate School **at least 10 working days before the scheduled date of the final examination; allow sufficient time for signatures and submission.**

Responsibilities of the Internship/Practicum Mentor

The MS in Agriculture mentor will be expected to provide guidance to ensure that the internship is structured and productive and meets accountability standards by fulfilling the following:

- Outline an 8 week long internship.
- Assist the student in writing an internship proposal.
- Hold weekly meetings with the student to discuss the internship progress.
- Ensure that the student keeps an internship log of weekly activities.
- Provide feedback on the internship report.
- Provide an evaluation of the student's performance which may be shared with the student.

**MASTERS IN AGRICULTURE
INTERNSHIP/PRACTICUM AGREEMENT**

This agreement must be completed and submitted as part of the internship/practicum proposal members of your committee and to the MSAG academic coordinator at llujan@wsu.edu two weeks before the beginning of the internship/practicum.

Internship/Practicum Course No: **AGRI 702** Credits to be earned (2 minimum): _____

FOR STUDENT

Name: _____ WSU ID#: _____

Phone: _____ Email: _____

Degree: _____

Describe your learning goals during this internship/practicum:

FOR INTERNSHIP/PRACTICUM MENTOR

Internship/Practicum Site: _____

Internship/Practicum Site Street Address: _____

City **State** **Zip Code**

Mentor Name: _____

Title: _____

Phone: _____ Email: _____

Starting date: _____ Completion date: _____

Internship/Practicum location/dept.: _____

Hours per week on internship/practicum: _____

Student's wage: _____

Other compensation: _____

Describe the intern's responsibilities (or attach job description):

SIGNATURES

Student Intern: I accept the responsibilities as stated on this agreement. I agree to complete all internship/practicum assignments promptly and to the best of my ability. I agree to familiarize myself with and adhere to the relevant organizational policies, procedures, functions, and standards of ethical conduct.

Student: _____ Date: _____

Mentor: I have discussed the internship/practicum and this agreement with the student. I agree to provide the intern with an orientation concerning organizational policies, procedures, and functions, and meet regularly with the intern. I agree to conduct an evaluation of the student.

Mentor: _____ Date: _____

Advisor: _____ Date: _____

**MASTERS IN AGRICULTURE
MENTOR EVALUATION OF STUDENT**

Please return evaluation to the MSAG academic coordinator at llujan@wsu.edu.
Feel free to attach additional pages.

Student's Name: _____

Internship Site: _____

Mentor's Name: _____

Phone: _____ Email: _____

1. Please evaluate the student on the following scales in comparison to other similarly assigned students or personnel, OR with respect to achievement of objectives.

	POOR	MARGINAL	AVERAGE	GOOD	EXCELLENT
A. Interpersonal relations	1	2	3	4	5
B. Kept agreements	1	2	3	4	5
C. Judgment	1	2	3	4	5
D. Dependability	1	2	3	4	5
E. Learning ability	1	2	3	4	5
F. Quality of Work	1	2	3	4	5
G. Punctuality	1	2	3	4	5
H. Ability to teach	1	2	3	4	5
I. Overall	1	2	3	4	5

2. Briefly relate this student's strong and/or weak work habits.

3. Would you recommend that this student pursues a career related to this experience, and if so, what additional recommendations would you make to better prepare the student for such a career?

4. What special problems affected this student's performance of objectives, such as inappropriate timing of the experience, deficiencies in the student's training, interaction with co-workers, etc.?

5. Has this evaluation been discussed with the student? Yes _____ No _____

**MASTERS IN AGRICULTURE
STUDENT EVALUATION OF INTERNSHIP/PRACTICUM EXPERIENCE**

This evaluation is requested so that we can monitor Masters in Agriculture internship/practicum locations. Evaluation should be submitted to the MSAG academic coordinator at llujan@wsu.edu.

Student's Name _____ Degree: _____ Term/Year: _____

Internship Site and Mentor Name:

A. Did you accomplish the learning goals that you established in the Learning Agreement? Explain.

B. In your opinion, how well did **your mentor** (and other co-workers) interact with you on the following scales?

		POOR	MARGINAL	AVERAGE	GOOD	EXCELLENT	
1. Interpersonal relations:	Not well accepted	1	2	3	4	5	Highly cooperative
2. Adequate directions:	Slow	1	2	3	4	5	Careful and complete
3. Training Opportunities:	Very few	1	2	3	4	5	Many and varied
4. Expected tasks vs. actual assignments:	Expectations were unfulfilled	1	2	3	4	5	Tasks corresponded to desired experience
5. Amount of Supervision:	Little contact	1	2	3	4	5	Generally available
6. Overall satisfaction with the experience:	Unsatisfactory	1	2	3	4	5	Outstanding

C. Please **evaluate yourself** as to how well you were able to learn and integrate the following skills.

		POOR	MARGINAL	AVERAGE	GOOD	EXCELLENT	
1. Interpersonal relations:	Not well accepted	1	2	3	4	5	Highly cooperative
2. Adequate directions:	Slow	1	2	3	4	5	Careful and complete
3. Training Opportunities:	Very few	1	2	3	4	5	Many and varied
4. Expected tasks vs. actual assignments:	Expectations were unfulfilled	1	2	3	4	5	Tasks corresponded to desired experience
5. Amount of Supervision:	Little contact	1	2	3	4	5	Generally available
6. Overall satisfaction with the experience:	Unsatisfactory	1	2	3	4	5	Outstanding
7. Interpersonal Relations:	Not well accepted	1	2	3	4	5	Highly cooperative
8. Kept Agreements:	Slow	1	2	3	4	5	Very timely
9. Judgment:	Poor	1	2	3	4	5	Mature
10. Dependability:	Careless	1	2	3	4	5	Highly reliable
11. Learning ability:	Slow	1	2	3	4	5	Rapid
12. Quality of work:	Poor	1	2	3	4	5	Excellent
13. Punctuality:	Irregular	1	2	3	4	5	Regular
14. Ability to teach others:	Poor	1	2	3	4	5	Excellent
15. Overall performance:	Poor	1	2	3	4	5	Excellent

D. In your opinion, how did your internship rate in the following areas?

		POOR	MARGINAL	AVERAGE	GOOD	EXCELLENT	
16. The internship was appropriate for your career interests:	Not related	1	2	3	4	5	Closely related
17. You felt academically prepared for your placement:	Not prepared	1	2	3	4	5	Very prepared

E. What specific educational or extra-curricular experiences helped prepare you for the internship?

F. What specific educational experiences do you wish you would have had prior to your internship?

G. Check all of the following that you received as a direct result of your internship:

____ Professional contacts in your career field

____ A job or internship offer with the same employer

____ Mentoring relationships

____ Letter(s) of recommendation or name(s) for your reference list

H. What was the most valuable thing you gained from this internship?

I. What advice would you give future interns?

J. What advice would you give future internship mentors?