Animal and Equine Science Internship
Animal Science 396
1-5 credits
Spring, Summer and Fall 2017
(website)

Internship Coordinator
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Course Credits:

Credits are given based on time devoted to the internship. As a guideline, 1 credit hour involves at least 100 hours of work. Full-time summer internships are generally awarded 3 credit hours and full-time semester-long internships are generally awarded 5 credits.

Course Description:

Field-oriented supervised learning activities outside the college classroom that include a preplanned assessment. Registration during the term the experience is conducted, and post evaluation with the instructor. Course may be repeated.

Course Objectives:

1. Involve the animal industry in the education of future animal scientists.
2. Allow students to develop the best on-campus/off-campus educational program for their interests.
3. Aid students in making career decisions.
4. Join the efforts of students, faculty, and cooperators in understanding the needs of one another.

Examinations and Grading (Performance Standards and Evaluation Procedures):

The course is letter graded and based on the completion of a final report, which accounts for 30% of the grade, completion of a public presentation following your internship, which accounts for 50% of your grade, completion of weekly journals, which accounts for 10% of your grade, and an evaluation by your internship provider, which accounts for 10% of your grade.

Specifically, points for report = 30, points for public presentation = 50, points for completion of weekly journal = 10, and points for employer input = 10.

Grading is based on a scale where 90 points or greater = “A”, 80-89 points = “B”, and 70-79 points = “C”. If less than 70 points are earned, the student with have not satisfied the requirement for an internship and a grade of “F” will be assigned.

The following guidelines have been developed to help you organize your final internship report, the oral presentation, and your weekly journal entries. Each section is assigned a percentage value that will be utilized when grading the report.
Final Report Grading Information

- Include a title page at the beginning of your report that includes your name, year in school, and internship employer (company name).
- Your report must be double spaced, 1” margins, 12 pt. font
- Page length will vary – be sure to cover all the following information in your report. It should take you at least 3 pages to cover all the required information.

Operation Information – 15%
- Background sketch of organization
  - Location
  - Nature of business (for example, products, services, markets, farm or ranching business, or Research Extension Center)
  - Resources such as land, equipment, personnel, capital
- Your place in the business
  - Your specific tasks, duties, your supervisor
  - Routine (typical daily activities)

Technical aspects of company - 45%
This section should describe the workings of the employer and your evaluation of the employer. Describe the general workings of the operation, and your evaluation of their effectiveness.
- Could any procedures or practices be improved or otherwise simplified to improve effectiveness, improve profitability, save time, or otherwise changed?
- Is there any employee training or educational opportunities provided by the employer? Do you think these opportunities, if they existed could be improved?
- Did you observe any innovative or unusual practices that impressed you, negatively, or positively?
- Was there any interest in developing new techniques or practices by the employer to improve their efficiency?
- Describe organizational policies and objectives.
- Describe the relationship between all employees and management.
- Describe daily scheduling and organization and ways that you think they may be improved or altered.
- What did they employer use as measures of success or progress?

Attainment of Internship Objectives – 20%
- Describe the value of your work experience
- Did any ideas you had about this line of work change during your experience?
- Did your confidence increase regarding your abilities in this area?
- Was the internship valuable to you personally? Describe how.
- Would you enjoy full time employment with the company?
- What could you have done to better prepare for the internship?
- Have your future plans been changed by your experience with the internship?

Report Quality – 20%
- Sentence structure and grammar
- Spelling, formatting, and typing
Public Presentation Grading Information and Guidelines

Each student will present an overview of their internship in the semester after which it is completed. Students who will not return to campus before graduation are exempt from this requirement. Students will present the overview in ANSC 150/VETS 150, during an internship poster event organized by the Department of Animal Sciences, or during a special seminar. Information presented should include (please see Internship Public Presentation for specifics):

- Description of the company for which you worked
- Description of your job and the work you completed during your internship
- Any specific tasks you completed
- Any skills, specific or general that you gained
- A general recommendation to other students about your experience

Grades will be based on the completeness of information, and the effectiveness of communicating the information. Seminar or poster presentation will be evaluated by the internship coordinators and other faculty members.

Completion of Weekly Journal Entries

Once per week, the student will write a description of the work completed and reflections about what they have learned or what skills they have obtained. The journal need not be detailed, but should be complete. After completing the internship, the journal must be turned in to the internship coordinator.

Grades will be based on completeness of the journal, including making weekly entries, and complete descriptions of tasks and work done.

Internship Provider Evaluation

Your internship provider will evaluate your performance in the following areas: relationships with others, attitude, judgment, dependability, initiative, quantity and quality of work, attendance, and punctuality.

Grade will be based on your employer’s evaluation in the above areas.

Required Student Resources: See http://www.ag.ndsu.edu/ansc/students/internships for complete internship information.

*There will be a $25-$30 fee associated with poster printing that the student will be responsible for.

Blackboard: Blackboard will be used for notifications and announcements for this course. Materials and internship requirements can also be found at: http://www.ag.ndsu.edu/ansc/students/internships

Attendance Policy: Not applicable

Office Hours: Not applicable
**Academic Honesty:** All students taking any course in the College of Agriculture, Food Systems, and Natural Resources are under the Honor System ([http://www.ag.ndsu.edu/academics/honor-system-1](http://www.ag.ndsu.edu/academics/honor-system-1)). The Honor System is a system that is governed by the students and operates on the premise that most students are honest and work best when their honesty, and the honesty of others, is not in question. It functions to prevent cheating as well as penalize those who are dishonest. It is the responsibility of the students to report any violations of the honor pledge to the instructor, honor commission or the Dean of the College of Agriculture, Food Systems, and Natural Resources.

The academic community is operated on the basis of honesty, integrity, and fair play. [NDSU Policy 335: Code of Academic Responsibility and Conduct](http://www.ag.ndsu.edu/academics/honor-system-1) applies to cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context. Students found guilty of academic misconduct are subject to penalties, up to and possibly including suspension and/or expulsion. Student academic misconduct records are maintained by the [Office of Registration and Records](http://www.ag.ndsu.edu/academics/honor-system-1). Informational resources about academic honesty for students and instructional staff members can be found at [www.ndsu.edu/academichonesty](http://www.ag.ndsu.edu/academics/honor-system-1).

**Students with special requirements:** Any students with disabilities or other special needs, who need special accommodations in this course are invited to share these concerns or requests with the instructor as soon as possible. The instructor may ask for verification and that, plus other assistance, can be requested from Disability Services in Wallman Wellness Center 170 (231-8463). [http://www.ndsu.edu/disabilityservices/](http://www.ndsu.edu/disabilityservices/).

**Veterans and military personnel:** Veterans or military personnel with special circumstances or who are activated are encouraged to notify the instructor as early as possible.