

Field Experience Credit Policy for Cooperative Education Internships

<http://www.ndsu.edu/aben/academics/internships>

The field experience (Cooperative Education Internship) program for majors in Agricultural and Biosystems Engineering and Agricultural Systems Management is intended to give students an opportunity to explore career interests while they are completing an undergraduate degree. The faculty members of the Agricultural and Biosystems Engineering Department recognize the value of these academically related work experiences. Academic credit for these programs can be awarded through the department (ABEN/ASM 496), or through the Cooperative Education program (ABEN/ASM 397), or both. Salaries are usually earned for these work experiences.

Guidelines

1. One department college credit (ABEN 496, or ASM 496) may be awarded for each full-time, full semester, summer, or summer plus semester work experience related to the student's field of study. Credit cannot be awarded if it has not been arranged and approved before the work experience is initiated.
2. Credits earned through the Cooperative Education program (ABEN/ASM 397) do not satisfy ABEN or ASM curriculum requirements.
3. A maximum of two departmental credits (ABEN 496, or ASM 496) for completion of Cooperative Education work experiences may be counted toward degree requirements. ABEN credits can be applied to technical elective category in the curriculum. ASM credits can be applied to the free elective categories of the curriculum.
4. To count a field experience credit towards a major, students must be registered for departmental credit during the semester in which the work experience takes place.
5. Students are required to complete the following requirements in order to earn ABEN/ASM 496 course credits:
 - a. Meet with the course instructor prior to the start of the internship and set learning objectives for the internship, and also obtain permission to register for the internship credits. Students are encouraged to discuss learning objectives with their internship supervisor prior to starting the internship.
 - b. Write a report and submit it to the course instructor (typically, the Department Chair) before the end of the semester of registration, which is the semester in which the work experience takes place. The report should include two major sections. The first section should cover the employing company/agency and the position responsibilities. It should include a general description of the employing company/agency, including but not limited to, products produced or service provided, size, history, clients served, and organizational structure. It should also include a description of specific job responsibilities. The second section of the report should discuss the student's learning experience. Include a general description of new learning experiences during the work period; descriptions of responsibilities assumed, especially leadership responsibilities; an overall evaluation of the work experience and an evaluation of the employing company/agency relative to the internship. This section should also include subsections for each of the learning objectives, describing what was done to accomplish these objectives (include figures and tables if needed), and how well these objectives were accomplished. Include a concluding section that discusses how the student's college classes helped him/her to

fulfill their internship responsibilities, some pros and cons of internship you have faced, how the ABEN or ASM program could have better prepared the student for the experience, and how the student could have better prepared for the position. You should also discuss how the experience will benefit the student in the future.

- c. Make a 15 minute presentation about your internship to the students and faculty at one of the student club meetings or freshmen classes or another venue set by the instructor towards the end of the semester of registration. The presentation should talk about the company (history, location, size, products/services offered, etc), how you got your internship, internship responsibilities, learning objectives and what you have accomplished under each learning objective, how well you were prepared for the internship, your personal experience with the company, some benefits and drawbacks of internship you experienced, and some tips for successfully obtaining an internship. Prepare the presentation for our freshmen who are interested in obtaining an internship.

If the report is not submitted and/or presentation is not made before the end of finals week of the semester of registration, a grade of Incomplete (I) will be given for the course. If a report is not submitted and/or presentation is not made before the deadline specified by university policy, usually the seventh week of the following semester, the Incomplete (I) grade will automatically change to a Failure (F) grade per university policy.

6. Grading: The grading will be pass/fail (P/F).