**Field Experience Credit Policy for Cooperative Education Internships**

(<https://www.ndsu.edu/aben/current-students/undergraduate/internships/>)

**Department of Agricultural and Biosystems Engineering**

**North Dakota State University**

The field experience (Cooperative Education Internship) program for majors in Agricultural and Biosystems Engineering (ABEN), Agricultural Systems Management (ASM), and Precision Agriculture (PAG) 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/PAG 496), or through the Cooperative Education program (UNIV/ABEN/ASM/PAG 397), or both. Salaries are usually earned for these work experiences.

**Guidelines**

1. One department college credit (ABEN/ASM/PAG 496) may be awarded for each full- time for a full semester, or part-time (at least 15 hours per week) for two semesters 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 (UNIV/ABEN/ASM/PAG 397) do not satisfy ABEN, ASM or PAG curriculum requirements.
3. A maximum of two departmental credits (ABEN/ASM/PAG 496) for completion of Cooperative Education work experiences may be counted toward degree requirements. ABEN credits can be applied to the ABEN, engineering, or technical elective categories in the curricula. ASM credits can be applied to the program or free elective categories of the curriculum. The first PAG 496 internship is required for the program and a second PAG 496 internship credit can be applied to the program elective 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, or in the semester immediately following a summer internship.
5. Students are required to complete the following requirements in order to earn ABEN/ASM/PAG 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 before the end of the semester of registration. Please see Appendix A of this document for the report guidelines.

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. Please see Appendix B of this document for the presentation guidelines.

d. Complete the internship interview questions in Appendix C.

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

*Last Updated: 3/6/2020.*

*Document location:*

*S:\Ag\_Bio\SHARED\ABEN Program Committee\ABEN Assessment\Internship Assessment*

**Appendix A: Internship Report Guideline**

**The written report should include the following major sections:**

**Title page:**

The title page needs to include the internship title, your name, and date, and class name.

**The first section should describe or include:**

1. The employing company/agency.

2. The position’s responsibilities.

3. 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.

4. A description of specific job responsibilities.

**The second section of the report should discuss your learning experience and describe or include the following:**

1. A general description of new learning experiences during the work period.

2. Descriptions of responsibilities assumed, especially leadership responsibilities.

 a) Any engineering/technical learning skills

3. An overall evaluation of the work experience.

4. An evaluation of the employing company/agency relative to the internship.

5. Subsections for each of the learning objectives.

 a. Describe what was done to accomplish these objectives (include figures and tables if needed)

 b. Describe how well these objectives were accomplished.

**The third section of the report should discuss the following:**

1. How your college classes helped you to fulfill your internship responsibilities.

2. Some pros and cons of internship you have faced.

3. How the ABEN program could have better prepared you for the experience.

4. How could you have better prepared for the position?

5. How can the internship experience benefit you in the future?

**Format of the report:**

The final report should be on 11 x 8 ½ paper, with 1” margin on all four sides. Use Times New Roman or Arial with 12–point font and double spacing for the main body of the report. Add page numbers on the report (no page number on the title page). Your report needs to be a minimum of 1,500 words. Proofread and conduct a grammar check for the report before you submit it.

**Due date:**

The report is due electronically via email attachment to the instructor on or before the Friday before ‘dead week' in the semester in which you sign up for the internship credit. Late submission not only prevents the instructor from reporting your grade to the Office of Registration and Records, but could also delay your graduation if it is the last semester of your curriculum.

**Appendix B: Internship Presentation Guidelines**

Students will present their oral report to students in ABEN 110, or at an ABEN students’ club meeting, or at a similar setting during the semester they register for ABEN 496. You are encouraged to invite your advisor and your employer, if feasible, to your presentation. Dates and times will be determined at the beginning of the semester.

Students will prepare their presentation in PowerPoint presentation for about 12 minutes with 3 minutes for questions. You PowerPoint presentation should include:

**1. Title:** Internship title, your name, presentation date and location.

* 1. **2. Introduction:**

a. Your internship position

b. Company name and internship location

c. Internship dates

d. Describe how you secured your internship position

* 1. **3. Identify your employer, their business and history**
	2. a. Identify your supervisor and describe their responsibilities
	3. b. Your employer’s business, products, and a brief company history
	4. **4. Provide your job description, and any design components**
1. Describe the technical skills needed for the job
2. Describe the soft skills (i.e., observing, speaking, listening) needed for the job
3. Main tasks and duties performed on the internship
4. List which NDSU and ABEN courses were useful for the job
	1. **5. Describe your expectations and what you actually learned**
	2. a. Describe if the communication between you and your boss went well
	3. b. Describe skills learned and enjoyable experiences

c. Describe a situation or challenge you encountered and how you resolved it

* 1. **6. Describe professional benefits of internship**
	2. a. Has the internship affected your career goals (positively, negatively, change of direction, etc.)?

**7. Please conduct a grammar check and deliver your presentation in a confident way. Include pictures from your internship if allowed.**

\*Students are **required to submit an electronic copy of their presentation** to the internship instructor 3 days before the presentation date for posting and grading purpose.

\*\*Dress will be casual professional (slacks and shirt or skirt and blouse) or a uniform worn to work. In all cases, clothes should be clean and neat. **Casual professional does not include shorts, blue jeans, tee shirts,** flip tops, or **hats.**

**ABEN/ASM/PAG 496 Internship Presentation Evaluation**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Presentation Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Excellent** | **Satisfactory** | **Needs Work** |
| **Organization** – Transitions, Intro/conclusion, time |  |  |  |
| **Contents** – Relevant and accurate information |  |  |  |
| **Verbal** – Volume, tone, pace, and word choice |  |  |  |
| **Appearance** – Professional and credible |  |  |  |
| **Visual Aids** – Effective, clear, professional, beneficial |  |  |  |
| **Soft skills –** Interacted with the audience, answered questions well |  |  |  |
| **Overall presentation**  |  |  |  |
| **Comments:** |

The ABET Student Outcome (3) for ABEN students: an ability to communicate effectively with a range of audiences.

**Appendix C: Internship Interview Questions**

Name: Click or tap here to enter text.
Major: Choose an item.
Academic Level: Choose an item.
Internship Dates: Click or tap here to enter text.
Internship Company: Click or tap here to enter text.
Job Title: Click or tap here to enter text.
Average Salary Per Hour: Click or tap here to enter text.

1. How did you find out about your internship?

Click or tap here to enter text.

1. Tell me about the interview process for your internship.

Click or tap here to enter text.

1. How did your academic program and coursework you have taken so far, prepare you for your internship?

Click or tap here to enter text.

1. How well did your internship prepare you for your future career goals?

Click or tap here to enter text.

1. Any suggestions for other students seeking internships?

Click or tap here to enter text.

1. Any additional information you would like to share?

Click or tap here to enter text.