



ARKANSAS TECH
UNIVERSITY

Department of Agriculture

Agriculture Business Internship Training Packet

AGBU 3993 or 4983

3 credit hours each

402 West O Street, Dean Hall. Russellville, AR 72801

(479)968-0251 (main office)

Contact Information for Interns:

Email: agri@atu.edu

Fax #'s: **(479)964-0139 (Main Office)**

Internship Faculty

Malcolm Rainey Jr., Ph.D.

Internship Coordinator
(479)968-0251 (office)

Molly Brant, Ph.D.

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Overview of Agriculture Internship Training

Eligible students at Arkansas Tech University (ATU) are encouraged to enroll in a 3 credit hour internship (AGBU 3993 or 4983) program either as required or as an elective for the Bachelor of Science degree. The overall purposes of the internship program are to integrate classroom knowledge with real-world learning experience, gain valuable work-experience and develop a network of industry contacts.

The internship program is designed to assist the student's understanding of all factors that go into managing an **agriculture business**. Students are required to be employed full-time (minimum of 40 hours per week) with a reputable firm or company. The student must select an internship site that allows the following:

- Practical experiences that relate directly to the specific career path.
- Opportunities to demonstrate the student's abilities as well as changing and increasing responsibilities.

Students are encouraged to independently locate an acceptable site for internship training. Assistance from faculty and/or advisors can be provided. Many resources such as career expos ("Career Connections"), faculty, alumni, and industry-related websites are available to student to assist in securing an internship position.

Guidelines for internships:

- Students should complete approximately 60 credit hours of course work towards their major area of study before enrolling in an internship program. Internship can be completed any time after this point.
- Students must register and pay fees for **AGBU 3993** or **AGBU 4983** (3 credit hours). Summer internships are conducted for extended term (May through July) and Fall/Spring internships are the duration of the full term. Exceptions are only if the employer has a scheduled and planned internship program.
- After counseling with the student concerning career path, the student's academic advisor must approve internship sites. Students are not allowed to work at home, for relatives or site of previous employment without proper justification and approval from advisor.
- Students must attend a scheduled training/orientation session the semester prior to the internship.
- Employers must be informed of all objectives of the internship prior to employment.

Employer's Responsibilities for Internship

The employer becomes a teacher by providing the student with meaningful learning opportunities. The student should learn to perform worthwhile tasks. The employer's responsibilities are to:

1. Provide the opportunity for a meaningful educational experience. The student is to be employed as a full-time employee and is to abide by the company's policy and procedures the same as other employees.
2. As much as possible involve the student in aspects of the operation/business, particularly discussing management challenges.
3. If possible, place student in position where management decisions have to be made and discuss their decisions with them.
4. Guide the student's experience through regular counseling and evaluation.
5. Participate in evaluation of the student and internship. Student will provide weekly report evaluation forms as well as overall evaluation forms to the employer for completion.
6. Allow the student the opportunity to be evaluated on site visit by a faculty member or representative of the college.

Contributions to the coordinator for the improvement of the internship program are always welcomed.

Student Intern Responsibilities

1. Secure an appropriate training site to meet your career objectives. Meet with your academic advisor and complete **advisor's approval form** of the training site.
2. **Register** for the **AGBU 3993 or AGBU 4983 Internship in Agriculture Business I & II** (3 credit hours) and pay fees. If on Financial Aid, check with Financial Aid office to complete any necessary paperwork prior fee payment deadline (-----).
3. Attend a scheduled **intern orientation training session** prior to the first day of semester in which internship begins.
It is the intern's responsibility to benefit as much from the training program as possible. Read and understand all information in the training packet. Complete all assignments as specified by the deadline sheet, provide the employer with all the necessary information, and learn as much as possible.
4. Complete the **Internship Training Agreement** as required by ATU's Department of Agriculture. The student, the supervisor (employer) and the student's internship coordinator must sign the agreement. The document is placed in the internship coordinator's file by the first day of class of the semester of the internship.
5. You and your immediate supervisor may be visited by the internship coordinator or representative of the college during your training. In some cases phone calls will be made to the immediate supervisor. Appropriate **directions** are required **to the job site** as would the employer give to a customer or potential client. This will provide precise detailed instructions for the coordinator on how to get to the intern's work site in which he/she reports to everyday. In some cases employment requires students to travel. The coordinator will call the week before to identify the site location but the intern must still submit travel directions to the main place of employment. Internet sources for directions will not be acceptable.
6. Interns are to perform daily tasks as required by the employer. A daily report of activities should be completed and then summarized on the weekly report. Both the **daily reports and weekly report summary** are to be submitted to the internship coordinator each week either via email to agri@atu.edu or faxed to the coordinator's office – 479-964-0139.
It is the intern's responsibility to:
 - effectively perform all duties and responsibilities in a professional manner.
 - avoid discussing or criticizing the employer, supervisor or company.
 - report to work on time, be neat in appearance and be courteous at all times.
 - request in-advance permission from the employer and ATU coordinator for time-off.
 - represent yourself, ATU, Agriculture Department and the employer well.
 - taking time-off during the internship training period requires advance permission from the employer and internship coordinator.

Note: The intern is considered a student and full-time employee therefore must abide by ATU Student's Code of Conduct and all policies established by the company/organization.
7. Prepare **scheduled internship reports** addressing assigned subject areas such as history of company, purpose of training, summary of activities, significance of course work (access to your transcripts and catalog will be needed), summary of special assignment and or tasks and overall response to training.

8. Provide the supervisor with the appropriate **employer evaluation form** and ask him/her to complete and return to the coordinator as indicated on the deadline sheet. The form must be submitted by the date of the intern's final presentation.
9. Create a **formal oral presentation** of activities and experiences gained from the internship. Present at a scheduled presentation date at the end of the term.
10. Potential responsibilities of Intern during training:
 - a. Become familiar with the general operation of the company.
 - b. Seek opportunities to become exposed to each specific area of responsibility of the operation from labor to management.
 - c. Seek responsibilities associated with initiating and/or managing specific projects.
 - d. Seek responsibilities associated with managing people
 - e. Evaluate effective time management relating to tasks performed.
 - f. Practice record keeping and communication skills relating to the daily management of the operation.
 - g. Observe current operation practices and consider modifications.
 - h. Work and train according to project and task needs rather than by hourly requirements.

ADVISOR'S APPROVAL OF INTERNSHIP TRAINING SITE

The purpose of this training is to provide the student with experiential learning activities in their specific major of study at a reputable and agreeable site while exposing the student to responsibilities in the workplace. In order to achieve the maximum benefit of the internship training, students are strongly encourage to carefully select a site location. It is important that the student match a training site to his/her career objectives.

By signing this document, each academic advisor has counceled the student and has agreed to the selection of the site for internship training.

Training Site: _____
(company/firm)

Location: _____
(city,state)

Student's Major Field of Study: _____

Student's Name – Please Print

Advisor's Name– Please Print Date

Signature of Student Intern

Signature of Advisor Date

Student's cell number

Signature of Coordinator Date

Internship Orientation Session

I have read and understand the terms and requirements of internship training requirements for the course **AGBU 3993 or AGBU 4983**.

Student Name – Please Print

Signature of Student Intern

Date

Intern preferred email (*this will be primary contact for intern*)

Intern's cell number

Intern Coordinator

Date

Incomplete Grade

If you plan **not** to return to campus during **scheduled internships presentation dates** and elect to receive a grade of **“incomplete”** and will make-up the final presentation assignment the following term. You fully understand it is your responsibility to contact the coordinator to arrange a date for the presentation, please write your full name and student T number in the blank below. *All other assignments will need to be submitted as of the regular day of class.*

_____ (T_____) elects to receive a
Student's name student number
grade of “I” for course AGBU 3993 or AGBU 4983 for _____ term and will return to campus the following term to complete final oral presentation.

Internship Information Form

AGBU 3993 / AGBU 4983

Please circle appropriate course

Please write legibly or type.

Intern Full Name		
Intern Student Number (T....)		
Intern Cell Phone Number (10-digit)		
One Tech Email Address		
Training Site (Company/Firm or Club Name)		
Company Phone Number (10-digit)		Fax:
Street Address		
City, State, Zip		
Supervisor's Name		
Supervisor Cell Number (10-digit) (optional)		
Supervisor Email Address (optional)		
Semester, Year		
Date of Training/Employment	Beginning:	Ending:

Signature of Student Intern

Date

Signature of Supervisor

Date

Signature of ATU Intern Coordinator

Date

Internship Training Agreement

This training agreement is between the student, the employer, and Arkansas Tech University Department of Agriculture. The purpose of this training is to provide the student with experiential learning activities in their specific major of study at a reputable and agreeable site while exposing the student to responsibilities in the workplace.

The hours of productive training/work are to be the same as those of other employees of the business unless otherwise approved by the employment supervisor and Tech's Department of Agriculture's intern coordinator. The employer agrees to pay the intern the prevailing minimum wage and/or any other compensation agreed upon in order to defray the intern's expenses during the internship. The intern is considered a full-time student of ATU and subject to the same rules and regulations as all other students.

If the supervisor determines the intern is not making sufficient progress to warrant the continuation of the program, he/she may contact the coordinator. Upon consultation, the intern may be withdrawn from the internship placement site and the college course.

The supervisor is requested to complete written evaluation forms of the student's performance during the training period.

By signing this document, each party agrees to such training for the specified period of time as identified on the attached Information Form.

Signature of Student Intern

Date

Student Name – Please Print

Signature of Supervisor

Date

Employer's Name & Title

Signature of ATU Intern Coordinator

Date

Directions to Internship Training Site from ATU

Name of Intern: _____

Intern Work Site Address: (Be specific – give street, city, state, zip)

Please provide **specific** written directions from ATU. You may use the back to draw map.

(Note: Google Maps or similar program directions are helpful but should not be sole source of information. Landmarks are a plus.)

Internship Experience Reports

Save a completed copy of this report for your final paper.	Week # (highlight and underline): 1 2 3 4 5 6 7 8 9 10 / extra credit week# ____ Dates: _____ to _____	
Name of Student		AGBU 3993 or AGBU 4983 <i>Please circle one</i>
Company Name		
Name of Intern's Supervisor		Phone:
Intern Information	Cell #:	Email:
Total Hours Worked:	Number of Absences / Reasons:	

DAILY REPORTS

Day/Date	Report of Activities – Experience Gained and Jobs Performed – <i>Be Specific!</i>
Mon. Date: Hours:	
Tues. Date: Hours:	
Wed. Date: Hours:	
Thur. Date: Hours:	
Fri. Date: Hours:	
Sat. Date: Hours:	
Sun. Date: Hours:	

Weekly Summary Report

(Summarize this week experiences and write a response paragraph to those experiences.)

*Please submit reports by email (**agri@atu.edu** OR **mraineyjr@atu.edu**)
or fax (**479-964-0139**).*

SAMPLE Internship Experience Reports

Save a completed copy of this report for your final paper.	Week # (highlight and underline): 1 2 <u>3</u> 4 5 6 7 8 9 10 / extra credit week # _____ Dates: _May 26_____ to __May 31_____	
Name of Student	Will E. Makit	AGBU 3993 or AGBU 4983 <i>Please circle one</i>
Intern Information	Cell #: 229-391-4071	Email: wmakit@stallions.abac.edu
Company Name	Tech's Landscaping Co.	
Name of Intern's Supervisor	Shurley U. Will	Phone: 345-299-1456
Total Hours Worked: 65	Number of Absences / Reasons: None	

SAMPLE DAILY REPORTS

Day/Date	Report of Activities – Experience Gained and Jobs Performed – <i>Be Specific!</i>
Mon. Date: 5/26 Hours: 10	<p>The day began by doing more work in the pool area at Post Briarcliff and then leaf removal along all walkways. We sprayed insecticides (Atrnax 2 oz./gal) on all roses and roundup (3 oz./gal) throughout all flower beds. Where mulch was needed we spread new mini nuggets (total of 50 bags – 3 cf). Many shrubs had begun growing along the walkways at the back of the property, so we selectively pruned all shrubs that was needed. We finished off the day by removing any debris with power blower the property.</p>
Tues. Date: 5/27 Hours: 8.5	<p>We spent the morning making spreadsheets of fertilizer recommendations to several growers. Double D takes soil samples for the clients that request it, and create soil maps that show the levels of needed nutrients to supply to the dealer. The dealer can then plug the maps into the GPS guidance systems on the applicator to apply the right amount of nutrients to the specific areas. Ed went over these maps and recommendations, showing me how to read a sample to convert over to a recommendation amount to apply. Lunch time came around, a client of ours invited us over for lunch. After lunch, we created a to-do list. Looked at several corn fields looking at moisture levels and disease counts. Also looked at several peanut fields for herbicide applications.</p>
Wed. Date: 5/28 Hours: 8	<p>While in shipping I learned a lot in pre-price; I learned how to stack the meat in the shipping boxes and also it depends on the type of meat to know how much to stack in the shipping boxes, for ex tenderloins stack 18 in the large Sanderson boxes and chicken legs and chicken wings stack 4 in the small Sanderson boxes. I also learned how to run line 5 and 6 in pre-price alone. Here I had to stack also, but it was much faster, because there were know baskets just the meat coming down a belt; where line 8 the meat were in the baskets where you could easily take the meat out of the baskets it stack them in the shipping boxes. In lines 5 and 6 I also had to tag the large or small Sanderson boxes with a unique sticker that explains the serial number, shipping location and the type of meat and how much is in the box. I was also helping around pre-price with the trash, loose or damaged boxes, and I also watched the boxes as they come down a slide to pre-price, because sometimes they become snagged on the corners of the slide.</p>

Thur. Date: 5/29 Hours: 9	This morning I drove the Grayson Natural freezer box truck to the freezer in Hillsville and loaded the meat that needed to go to Oasis World Market in Blacksburg Va. I delivered it there and then came back. When I got back, I went over to Queens Ridge and Helped Tino finish the little bit of hot wire fencing that we didn't get done yesterday. When we got done with that, I helped Corey fit together 1 1/2" pvc pipe that is going to be a water line. Miller has been digging a trench for it to run water to two different spots in two large fields for water troughs. The trench was a little more than 1,000 feet long! We glued the pipe together and then where the troughs went we sank a 7 ft long 1 ft wide pipe straight up and down in the ground and cut a hole for the water line to run into it. They put the big pipe in the ground because it goes below the frost line and the heat from the ground won't let the water line or water in the trough freeze in the winter.
Fri. Date: 5/30 Hours: 8	Today the course was closed since we had an event yesterday. So I went out and had to spray the fairways using the Toro sprayer. I used the air induction nozzles at a psi of 45 and used a carrier of 1.15 gallons/M. I mixed several different mixtures in the tank. They included: Dimension 2EW at a rate of 16oz/acre, Dicamba at 3oz/acre, Legacy at 21.3oz per acre, Bifenthrin at .30oz/M, Conduit 90 at 8oz/ M. I sprayed 3 tanks of 300 gallons and one tank of 225 gallons and one tank of 25 gallons, so in total I sprayed 1,150 gallons on the fairways which are 30 acres. I only used the Bifenthrin on fairways 11-14 which were showing signs of adult staged annual bluegrass weevils.
Sat. Date: Hours:	Off
Sun. Date: Hours:	Off

SAMPLE Weekly Summary Report

(Summarize this week experiences and write a response paragraph to those experiences.)

This week at the Peanut Lab has definitely taught me some new things. It has made me realize that responsibility is on my shoulders now and I have to deal with things the right way. I have done new things such as the corn physiology measuring, hand-planting cotton and peanuts, putting up hog fences, and reporting to work so early. I also got to do many things that I am familiar with, which gave me the time to show everybody that I knew a little bit about something. I think I am going to enjoy working here the rest of the summer, as I have never really worked anywhere but straight farm work. It will definitely bring many more new experiences my way!

Note: These are samples of students reporting – in some cases reporting is excellent and in others they need work.

Name of Intern: _____

Employer Evaluation

This form should be sent directly to the coordinator from the employer. It must be received prior to the intern's final presentation.

Evaluation Criteria <i>(feel free to comment under each criterion)</i>	Grade (A, B, C, D, F)
Professionalism: appearance / manner / ability to meet people / use of tact / attitude	
Judgment: ability to analyze / make decisions / make application / common sense	
Initiative: resourcefulness / accuracy / proactivity / originality	
Inherent Ability: intellect / critically and problem solve rationally / ability to learn	
Industry: energy / perseverance / interest / ability to concentrate and think	
Reliability: dependability / promptness / honesty /sincerity	
Cooperation: willingness to work for others / team player / accepts responsibility	
Leadership: goal and objective oriented / motivates others / ability to delegate	
Overall performance as Intern:	
Supervisor's signature and date	

Internship On-Site or Conference Call Report

Student Name		
Date of Visit / Conference		
Company / Firm		
Supervisor		
Performance rating		
Supervisor's Comments:		
Coordinator's Comments:		
Representative	Signature	Date

Internship Reports

These reports must be organized and submitted according to schedule as formal reports (typed in Times New Roman 12 pt. Font, double spaced, 1" margins). A minimum of two pages to a maximum of three pages in length for each report. Please refer to the "Grade Report" as to the date these reports are due.

Reports:
History: Research and document the history of your place of employment. Include the organization structure of the company/firm.
Purpose of the Training: Explain why you chose this place of employment as a training site for your internship. Explain how your past experiences or lack of experiences influenced your decision. Discuss how you <u>expected</u> the internship would advance your career goals. (The reality of this will be addressed later).
Needed Training: What courses that are NOT a part of your major would have helped you during your internship? How could the courses that you completed be improved to assist you during your internship? How could your employer improve your experience through training? Is there in training or preparation that could have been preformed by the intern coordinator that would have better prepared you for internship?
Significance of ATU courses: Reference your college catalog and the degree requirements of your major. Explain how each course that you have completed has benefitted you during your internship. Also indicate how you expect them to aid you in your career.
Activities Experienced and Value of the Internship: Summarize all of the experiences you had during your internship. Explain what benefit you derived from each. Address how you now expect the internship will help you towards your career goals.

Internship Final Presentation

Each intern is required to give a formal business presentation at the end of the term as scheduled by the coordinator. The presentation should be organized, accurate, concise and complete. The intern should speak with power and positive attitude. The objective of the presentation is to convince the listeners that the training received during the internship was a valuable part of your professional development and one that brings you closer to your career goals. This presentation will be presented to other students, alumni and/or industry professionals.

Students will be contacted after mid-term concerning scheduling of presentation. Presentation dates will be assigned as needed. If a student elects to present after the last day of presentation then he/she will receive an Incomplete (I)* for the course. It will be the student's responsibility to meet with the coordinator at the beginning of fall term to make arrangement for the presentation.

**Note: Incomplete grades become the responsibility of the student to make-up any outstanding assignments. A student has one academic year to make-up the work. If not completed the "I" will become an "F".*

Presentation requirements:	
Dress: Business casual (no jeans, t-shirts or flip flops).	
Time limits: 8 to 10 minutes, plus 2 minutes for questions	
Visual Aids: Use of photographs and summary slides in a power point presentation to create a thorough understanding in the minds of the listeners. Avoid video clips.	
Content:	<u>History</u> – research and document the history of the employment site. (approx. 1 minute)
	<u>Purpose of the internship</u> – explain why you chose this employer. Explain how your past experiences (or lack of experiences) influences your decision. Discuss how you expect the internship will advance your career goals. (approx. 2 minutes)
	<u>Activities experienced</u> – summarize all of the experiences you had during the internship. Explain what benefit you derived from each of them. (approx. 6 minutes)
	<u>Value of the internship</u> – Address how you now expect the internship to help you towards your career goals. (approx. 1 minute)
Prior to presentation	Save and bring presentation on a USB Drive.
	Become familiar with the room, the presentation equipment, the lights and the room's sound quality (audience's ability to hear).
Day of presentation	Arrive at least 30 minutes early to assigned room.
	Submit Final Report on " Summary of Activities Experienced and Value of the Internship " and any outstanding assignments. DO NOT FORGET TO BRING EMPLOYER'S PERFORMANCE EVALUATION. Note: Points will be deducted for any late reports or assignments. No reports or assignments will be accepted after the day of the presentation unless prior arrangement have been made with the coordinator.

Grade Report

Assignment:	Date Rec'd:	Score	Comments:
Orientation Session			
Advisor's Approval			
Training Agreement			
Information Sheet			
Site Directions			
Week #1- Daily/Weekly Report			
Week #2- Daily/Weekly Report			
Week #3- Daily/Weekly Report <i>History of Company/Firm Report</i>			
Week #4- Daily/Weekly Report			
Week #5- Daily/Weekly Report <i>Purpose of Training Report</i>			
Week #6- Daily/Weekly Report			
Week #7- Daily/Weekly Report <i>Training Deficiency Report</i>			
Week #8- Daily/Weekly Report			
Week #9- Daily/Weekly Report <i>Significance of Course Work Report</i>			
Week #10- Daily/Weekly Report			
Week #11- Summary of Activities and Value of Internship Experience Report			
On-site Evaluation			
Presentation			
Employer Evaluation			

Intern Evaluation

Name of Student:		
Evaluation	% of Grade	% Earned
Completion of Initial Agreement and Orientation ▶ Register and pay fees on time ▶ Approval of training site by academic advisor ▶ Attend Orientation Session ▶ Submit completed Training Agreement and Intern Information ▶ <u>Detailed</u> Work-site Directions submitted and complete	5	
Daily and Weekly Reports (10 reports @ 4% each) ▶ Completion and delivery of both daily and weekly reports in a timely manner ▶ Include specific data and information of activities ▶ Summaries and elaborate weekly learning experiences	40	
Presentation (see rubrics attached) ▶ Appropriate dress and time limit ▶ Content, deliver and appropriate use of technology ▶ Communication and critical thinking skills	25	
Reports (5 @ 3% each) ▶ Submitted in proper format ▶ Communicates ideas clearly and generally well organized ▶ Demonstrates control of language; grammar; and accepted conventions of writing, etc.	15	
Employer's Evaluation ▶ Completed, signed and on-time	10	
Instructor's Evaluation ▶ On-site visit or conference call	5	
Total	100	



**ARKANSAS TECH
UNIVERSITY**

Department of Agriculture

FAX TRANSMISSION

402 West O Street, Dean Hall. Russellville, AR 72801
(479)968-0251 (main office)
(479)964-0139 (fax)

To:	Malcolm Rainey Jr	Date:	
Fax #:		Pages:	_____, including this cover sheet.
From:			
Subject			

Comments:

Memorandum (NOTE: THIS IS AN EXAMPLE MEMO SENT VIA EMAIL)

To: **Interns in AGBU 3993 and AGBU 4983**
From: Malcolm Rainey Jr
Date: **July 5, 2016**
Subject: **Intern Final Presentation Dates**

We are less than one month away from the end of the summer term. The official last day of class is **July 24, 2016**. Internship presentations sessions are scheduled as follows:

Session 1: Wednesday, July 24, 2016 – 8:00 am until 12:00 noon - 1st or 2nd

Session 2: Wednesday, July 24, 2016 - 1:00 pm until 5:00 pm - 1st or 2nd

All sessions will take place in Dean Hall Rooms 121.

Please prioritize your choices for this mandatory internship presentation. 1st being your first choice and 2nd being your second choice. There are 10 presentations per session so the earlier you respond the better. **Deadline to reply is Thursday, July 12, 2016. After deadline, I will assign your presentation date.**

Please read training packet for details concerning presentation. **Employers, family and friends are welcome to attend.** They do not have to stay for entire session but you do. Part of your presentation grade is listening to other interns present. So please plan to stay for the 4 hour session.

Important: Please bring to your final presentation the following:

1. Copies of **all your reports** including your **final report**.
2. **PowerPoint presentation on USB drive** so it can be downloaded onto classroom computer.

Note: Presentation must include at least one slide of you and something at your internship that identifies that organization (i.e. you next to company sign or you next to truck with company sign). This will be used for future recruitment of internship training sites.

3. **Employer's evaluation** (can be open or in sealed envelope). Remember this will lower your overall score one letter grade if not submitted at time of presentation. Grades are due within 24 hours after presentations and I will not wait for employer to send it in.

If you elect to receive a grade of "incomplete" and promise to make-up the final presentation assignment the following term and fully understand it is your responsibility to contact me to arrange a date for the presentation, please write your full name and T number in the blank below.

_____ (student's name) _____ (T number)
*will receive and grade of incomplete for the AGBU 3993/AGBU 4983 summer term. If you elect to receive an incomplete you will still have to submit all weekly reports, and employer's evaluation to me by **July 24, 2016**.*

Please call or email if you have questions,

Malcolm Rainey
Internship Coordinator
402 West O Street, Dean Hall
Russellville, AR 72801
(479)968-0251 (main office)
(479)964-0139 (fax)
mraineyjr@atu.edu

Scoring Rubric for Presentation: Internship Experience

Student's Name _____ Site: _____

Additional Comments:

Criteria Scale	Exceptional 5	Exceeded Requirements 4	Met Requirements 3	Marginal to Unsatisfactory 2 or less	Score
Self-awareness/ Audience involvement	Eye contact is established and maintained w/ audience; Gestures and cues are used to reinforce imp. ideas; Student is extremely articulate; Demonstrates professionalism and wears proper attire; Adheres to time limits/is concise.	Some reliance on notes cards/PPT slides and a hesitation for eye contact; Student is articulate, but could show improvement; Demonstrates professionalism and wears proper attire; Adheres to time limits/is concise.	Little eye contact is made with audience; Overly dependent on note cards or PPT slides; Voice is difficult to hear or understand.	No eye contact is made with audience; Reads directly from notes or PPT slides.	
Use and application of appropriate terminology	Use of terminology is insightful to audience and conveys comprehensive understanding; Student suggests or applies innovation of terms and knowledge.	Use of terminology is clear and conveys intermediate understanding; Student suggests application of terms and knowledge.	Use of terminology is somewhat limited; Student attempts to suggest some application of terms and knowledge.	Lack or inaccurate use of terminology and applications.	
Communication and Critical Thinking Skills	Explanations, support and reasoning are substantial; Details are interpreted and executed effectively at an advanced level; Visual or other aids significantly enhance the execution of ideas.	Support and reasoning is sufficient; Visual or other aids are adequate for the presentation.	Support and reasoning is limited; No clear demonstration of original ideas or supporting details.	Adequate support and reasoning is missing; Details are poorly interpreted, if not wholly absent.	

<p>Content Application/Knowledge acquired through experience</p>	<p>Effectively demonstrates the history, purpose, and activities of the experience; Clearly interprets the value of the internship in relationship to specific courses, future courses, or future career decisions.</p>	<p>Sufficiently demonstrates the history, purpose, and activities of the experience; Offers some interpretation of the value of the internship in relationship to specific courses, future courses, or future career decisions.</p>	<p>Limited demonstration of history, purpose, or activities; Shows some difficulty in answering questions from the audience.</p>	<p>Few, if any, application of knowledge to the experience or incorrect application of knowledge; Unable to provide correct answers when questioned by the audience.</p>	
<p>Overall experience and presentation</p>	<p>Presentation is perceptive, creative and skillfully presented; Demonstrates enthusiasm about the topic; Identifies challenges and possible alternatives to proposed solutions and applications; Internship is clearly applicable to the Program.</p>	<p>Presentation is coherent and moves beyond surface understanding; Provides applicability to the Program.</p>	<p>Presentation is limited; Demonstrates some understanding of the experience, but does not fully develop connections, ideas, or solutions.</p>	<p>Presentation is not effective; Student shows little interest in the experience; Student does not present alternatives for solutions or applications; Internship is vague in its applicability to the Program.</p>	
<p>Score out of 25 possible points</p>					

Evaluator: _____