

## AFE Ball Intern Scholarship

### Responsibilities of Participating Parties

**Internship:** An opportunity for a student to apply classroom knowledge, enhance their knowledge of commercial production, and gain professional grower-related experience while working in a commercial production setting.

#### Student Responsibilities:

- Collaborate with your campus faculty member (advisor) to develop a draft set of **Internship Learning Objectives** based upon the employer provided position description, the student's educational background and the student's career preparation goals (see Guidelines on next page). Discuss the Learning Objectives with the employer and re-work the objectives to meet the goals of all three parties involved: student, faculty, and employer. This document becomes the guiding document for the internship experience and clarifies everyone's expectations.
- Carry out all employer requested work functions. Students should expect that they will be asked to do more than what is outlined in the Learning Objectives. Company production goals must also be met.
- Submit a final internship report to AFE within 60 days of the completion of the internship. Include a summary of the internship experience (with photos and an assessment as to the achievement of the stated Internship Learning Objectives. A copy of the Learning Objectives should accompany the final report, along with the student questionnaire that will be sent to the student from AFE staff. This information should also be sent to the faculty advisor.

#### Employer Responsibilities:

- Review the **Internship Learning Objectives** presented by the student and faculty advisor. Either discuss with the student any revisions that may need to be made or accept the Learning Objectives as presented. Agree to provide the student with on-the-job opportunities to accomplish the Learning Objectives. Employers may assign additional duties to provide the student with a practical, hands-on, well-rounded production experience.
- Assist the student in locating safe housing.
- Complete and submit a Student Performance Evaluation (form provided by AFE) at the end of the internship. Communication with AFE staff during the internship is also requested.
- Allow/participate in the faculty advisor's on-site visit – coordinated by the student, employer and faculty.
- Submit a final student evaluation to AFE (short one-page evaluation form provided by AFE).

#### Faculty Responsibilities:

- Collaborate with the student on the development of **Internship Learning Objectives** based upon the employer provided position description, student's prior educational background and the student's career preparation goals (see Guidelines on next page).
- Coordinate with employer and student to conduct an on-site internship visit. This is an opportunity to review progress of the Internship Learning Objectives, visit the student's (optional) project work, discuss the Student Performance Evaluation and gain insight on the student's commercial experience. Submit a report about the site visit along with an expense report for the trip to AFE. AFE will reimburse up to \$1,000 for the visit.

## Guidelines for Developing Internship Learning Objectives

Educational learning outcomes are best accomplished when Learning Objectives are established and documented at the beginning of the learning process. Establishing Learning Objectives for an internship articulates and clarifies expectations for everyone involved in the internship experience: student, employer and faculty.

Each internship site is a unique setting and each student comes into their internship with a unique background and set of career goals. Therefore, a unique set of Learning Objectives should be developed for each individual internship. The Learning Objectives should reflect what the student will learn/experience while on the internship placement. It is useful to keep in mind the unique nature and opportunities of each placement, the position description as specified by the employer, and the anticipated job duties discussed during the interview process. Students are training for commercial production management positions. In addition to direct plant management skills, today's grower must have knowledge and skills related to managing others, scheduling, and other business related activities.

### **Internship Learning Objectives should include:**

- 6 or more objectives focused on the technical aspects and skills related to commercial production
- 4 or more objectives focused on business related issues and/or organizational functions
- 3 or more objectives focused on communication (internal and external lines of business communications and interpersonal communications)

### **Hints for developing objective statements:**

Start each with an active verb such as:

Develop	Demonstrate
Enhance	Strengthen
Expand	Create
Gain	Participate

Combine that with a descriptor of what is to be learned or experienced:

Experience	Ability
Knowledge	Understanding
(Specific skills)	Insight

***Create statements that allow for easy assessment of achievement. Avoid lumping too many items into one objective.***

**EX: Poor:** Learn the names of more plants.      **Stronger:** Demonstrate the ability to identify 90% of the plants grown.

### **Examples:**

- Participate in all seeding functions of plug production, including seed inventory, operation of seeding equipment, tray labeling and filling.
- Demonstrate the ability to create production schedules for at least 6 different crops.
- Enhance the ability to accurately diagnose plant problems, including cultural, disease and pest related problems and recommend appropriate control procedures.
- Gain an understanding of the inventory control process and be able to explain it to others.
- Demonstrate the ability to successfully work as a team member in a culturally diverse work force.

**All three participating parties (student, employer, faculty) may want to sign-off on the objectives to verify the agreement that these are the intended goals and expected outcomes of the internship.**