

Agricultural Systems Management Internship Program



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COLLEGE OF FOOD, AGRICULTURAL,
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Internship Description

Overview of Internship

Internship Programs provide students with a career related work experiences which enables students to assess the “fit” of a specific industry to their career goals, acquire life and professional skills, access to professional contacts and networking and to integrate knowledge from course work into an industry or real-world setting. All Agricultural Systems Management (ASM) students are required to complete an internship with at least 400 total work hours as part of the requirements of the Bachelor of Science in Agriculture degree awarded through the College of Food, Agriculture and Environmental Sciences (CFAES). The internship is documented through the two credit hour course, ASM 3191, which is normally taken the semester after completing the internship. The prerequisite for the internship is eight credit hours in ASM, completion of ASM 2305 Professional Development I and approval of the ASM program’s internship coordinator.

The ASM discipline is a very broad one and there are many companies, organizations and agencies that can utilize the talent and interests of a person with an ASM background. These could include but are not limited to all types of agricultural production units such as crop, livestock, truck farm, greenhouse and plant nursery operations and front line companies providing goods and services to these production units such as local elevators and equipment dealers. Other possibilities are regional and national companies serving agriculture whether it is field equipment, equipment for livestock buildings or grain handling. Companies and agencies that focus more on the environment and natural resources including drainage contractors, Soil and Water Conservation Districts (SWCD), the Natural Resource Conservation Service (NRCS), EPA and Departments of Agriculture at the state and national levels all offer internships from time to time.

While it is okay for your internship to have an element of manual labor such as swinging a hammer, driving a tractor, hauling manure or cleaning grain bins, your internship should have significant creative, analytical and/or management aspects to it. The range of activities that your internship could include, but is not limited to, is having you assist with:

1. Developing training materials for processes and equipment, marketing or safety.
2. Conducting training for safety, equipment operation and various software.
3. Collecting, analyzing and evaluating data from research plots, marketing campaigns, safety records, equipment reliability, inventory efficiency etc
4. The oversight of renovation or new construction projects including logistics and scheduling
5. Testing prototype equipment
6. Analyzing purchasing alternatives
7. Solving warranty problems for customers
8. Collecting and mapping topographic, fertility and soil type data.
9. Managing a harvest crew
10. Using precision agriculture tools to map yields, develop prescription maps, etc.
11. The setup and calibration of sprayers, planters, combines, weigh wagons, etc.
12. The economic assessment of implementing a new practice, upgrading machinery, or the resources required to support an expansion of the operation or business. Examples might include adding additional precision ag technology, expanding a grain drying/storage facility or adding section control to a planter or sprayer.

In addition to these activities it would be helpful to experience as many management or coordination meetings with employees, customers, and other constituents of the workplace as you are invited to attend.

Completing an Internship for Academic Credit begins with the following:

1. Find an internship! Your Career Development Office in CFAES is a great place to start. Call 614-292-6891 to set up an appointment today.
2. Once you've found an internship, check with your Internship Coordinator regarding whether it is suitable for credit.
3. After you have received an official offer, you will need to register for FAES 3191. You initiate this by filling out an [FAES 3191 Course Enrollment Permission FORM](#) and forwarding it to your Internship Coordinator. FAES 3191 is a 0-credit course that all ASM students must be enrolled in during the internship if this internship is to be used to meet degree requirements. This is taken in addition to the 2 credit ASM 3191 internship course that is normally taken the semester after completing the internship. For example, if your internship takes place over the summer, you must be enrolled in the FAES 3191 course for the summer semester. [Student tuition and fees apply](#). Failure to enroll in this class will result in no academic credit for the internship.

The Co-op Option

Students may have the opportunity to complete an extended work experience known as a Cooperative or Co-op. The Co-op is a partnership between Ohio State and a business where a student is able to apply the skills they are learning in class during a four month or more work experience (typically 6-8 months). Some Co-ops alternate between one semester in class and one semester at the business for one to two years. Cooperatives can be great learning opportunities, but usually require the student to 'take off' a semester or two from school and currently does not provide the student with additional credit (beyond the two credit hours for the internship as required for the degree.) Careful planning with your academic advisor and the company should occur before embarking on the co-op.

Internship: 400 Hour Minimum Requirement Options

Students may complete the total required internship hours through one of the following options. Approval must be obtained from the internship coordinator BEFORE beginning the internship although an exception may be granted for extensive, previous experience. The intent of the internship is to provide the student with the best possible experience to move forward with career objectives. Therefore, flexibility is provided in meeting those objectives.

1. Full-time: The traditional internship is based on full-time employment for at least 10 weeks. This is the preferred option as it allows adequate time for the student to become immersed in a project or business operations. Most employers also prefer this option as it typically works best with hiring and training practices.

2. Part-Time: If the student is working part-time, the accumulated hours can count toward the 400 hour requirement. This may be a better option for some students with schedule constraints.

3. Previous Experience: A student who has completed extensive, documented work experience that had significant creative and/or management aspects with one or more firms may request that this experience be judged for its acceptability for meeting the internship requirement. This requires a written proposal submitted to the internship coordinator containing the information required in the “before internship” proposal outlined in the next section except it will be in the past tense. If approved, the student will still be required to complete the oral presentation and written report. This option is used very infrequently.

Before the Internship

The Proposal - to start the process for internship credit

Approval is required before the internship experience begins which allows the internship coordinator to review and approve the type of position being considered by the student.

To obtain approval, write a one page, single-spaced proposal in memo format for the internship coordinator that addresses the following topics. It is possible that you may not know exactly what your duties will be or who will be your supervisor. If this is the case, acknowledge it and provide as much information as you can for this memo.

1. The proposed beginning and end dates of your internship that incorporates the 400 required hours.
2. Supervisor's name and contact information including company's address.
3. Brief description of the company or organization and its key services and activities.
4. Your internship duties and work location(s) of your internship
5. What you hope to gain from this experience.

Use the memo format you learned in ASM 2305.

Register for FAES 3191

Effective summer semester 2020, you must enroll in FAES 3191 DURING the semester you are completing the internship that you will use to meet the internship requirement in the ASM program.. It is zero credit hours but is prerequisite/concurrent for ASM 3191, the two credit hour course that satisfies the internship requirement in the ASM program.

If taking FAES 3191 (any semester) with no other classes you will be responsible for associated fees and tuition. If taken with another OSU class, no additional fees will be assessed. The FAES 3191 course enrollment form can be found at the bottom left of the page at:

<http://students.cfaes.ohio-state.edu/forms>

Note: Many students complete multiple internships. However, you only need to enroll in FAES 3191 during the semester you are completing an internship FOR CREDIT (use for ASM 3191). If you are completing the internship requirement part-time over multiple semesters you will need to enroll in FAES 3191 each semester.

Register for ASM 3191

When you are ready to register for ASM 3191, email the internship coordinator and request enrollment into the class which will be Autumn semester when possible. Circumstances requiring an enrollment semester other than Autumn will be handled on a case-by case basis.

During the Internship

Keep appropriate records and documentation

Make sure you keep good records and/or a journal during your internship including a log of hours worked. This will make it easier to recall your activities and accomplishments when you develop your oral presentation and write your final report. Take photos/videos as appropriate/allowed (be sure you have permission) for inclusion in your final report and presentation. You are welcome to ask for help with issues if you need advice.

Students are expected to conduct themselves in a manner that is appropriate with standards set forth by The Ohio State University. During the internship the student is viewed as a representative of the College/University and should adhere to all policies and guidelines established by the appropriate academic unit and institution. You are also representing the company you are working for so be sure to meet their expectations for professionalism as well.

Maximize the Experience

Experiential learning opportunities, including internships, are key opportunities to explore potential careers, gain hands-on experience and meet “people in the field” to begin building your professional network. What you get out of an internship depends, at least in part, on what you put into it.

Here are some tips on how to maximize your internship experience:

Show initiative. When volunteers are called upon to perform a task, raise your hand. Show interest and enthusiasm for learning new things, Or, if you learn about a project you would like to take on - do not wait for someone to put out a call for volunteers. Go ahead and ask if you can work on it. Step out of your “comfort zone” - volunteer for projects that will be challenging so you can gauge if you have the aptitude to develop skills in those areas.

Be professional. Let your supervisor and others know that you take your role seriously. Your dress, timeliness, manner of interacting with others, preparation and the willingness to “go the extra mile” when needed will all impact your success in the internship.

Do not be afraid to say “I do not know.” While employees are usually hired on the basis of their skills, most supervisors assume interns need more training. View the experience as a chance to obtain training and enhance your skills. Also, encourage your supervisor to point out areas where you could improve and accept criticism with interest not defensiveness. This is an opportunity for you to train yourself to learn from others.

Be creative. Employers often view interns as a “breath of fresh air.” You can help them by suggesting solutions to their problems. They want to hear ideas, but do not expect them to jump on every suggestion.

Form relationships. Internships give you the opportunity to meet other interns and employees. Take advantage of being on the “inside” of an organization. Arrange informational interviews with staff in other departments of interest to you. The more individuals you can meet within the organization, the better your prospects of making contact with someone who can assist when you are looking for full-time employment.

Be adventurous. Try something new, investigate a career area you have never considered. You may find a career path that is more to your liking! One method of doing this is to shadow employees working in the organization’s various divisions/departments. (You will need to first get approval from your supervisor and perhaps other relevant persons in the organization before taking this step.)

After the Internship

After you complete your internship experience you will be enrolled in ASM 3191 where you will complete remaining requirements to earn the two credit hours of internship that is required in the ASM program. These consist of a final written report and either a presentation at a Internship Fair or a presentation to the ASM 2305 class or ASM Student Club. The default is the presentation to the ASM 2305 class. If there are more students in ASM 3191 than needed for the 2305 presentations you may be given a choice of which you would like to do.

Final Report

Using the memo report format learned in ASM 2305, the final report will be a 3-page business memo, single spaced and include the following headings.

- How you found your internship
- Description of the business, organization or company, street address and job site(s)
- Contact information for your supervisor (email address and phone number)
- List and description of your tasks and responsibilities
- Significant accomplishments and learning from your experiences (include several photos which are in addition to the three pages of text)
- Recommendations to the ASM 2305 students on ways to be successful in their internships and internship search.
- Include as an attachment, a summary of your hours totaling 400 or more.

Your final report will be submitted on Carmen.

Classroom Presentation

Create a 10-15 minute professional presentation (Powerpoint or Prezi) covering the same information included in your final written report. The audience will be ASM 2305 or an Ag Mech Club meeting. Dress for the presentation is business casual. Use the tips and guidelines learned in ASM 2305 for developing and delivering your presentation.

The presentation should cover the same information that is in your written report in roughly this order:

Slide1: Title Slide with your name, the business or company name, dates of internship experience.

Slide2: Summary slide listing points to be covered:

- Finding the internship
- Overview of company, business or organization and your position
- Regular task and duties
- Significant accomplishments and learning experiences
- Recommendations
- Conclusions

Then develop one or more slides covering each of these points. Recommendations should be geared towards the audience: ASM 2305 class or Ag Mech club and the Conclusions could include noting the most interesting and/or best part of the internship or the best learning experience.

Upload a copy of your presentation into Carmen.

Internship Grading Rubric

Your grade for ASM 3191 will be weighted as follows:

Internship Proposal 10%
Final Written Report 35%
Presentation 35%
Quality of Internship 20%

Please understand that you, as an upperclassmen, should be able to author professional correspondence (letters, memos and emails) in accordance with standards and concepts covered in the ASM 2305 class. Part of the grading criteria will be on grammar, punctuation, spelling and general writing ability. You will need these skills early in your career.

The notation regarding “Quality of Internship” simple means you will receive a higher mark for a quality internship such as one with managerial or creative responsibilities versus a job as a laborer. Internships approved by the internship coordinator that then meets the expectations outlined in the Internship Proposal will receive full credit for this item. If you have difficulty finding a quality internship, provide the internship coordinator with a written description of your search and the final position you accepted. The description should include all the companies or organizations that you contacted and what transpired with each one.

For questions regarding the internship program contact the Internship Coordinator.

Disability Statement

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please arrange to discuss these privately with the Internship Coordinator. To establish reasonable accommodations, you may be requested to register with Student Life Disability Services (SLDS). After registration please make arrangements with the Internship Coordinator as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: 614-292-3307, <https://slds.osu.edu> 098 Baker Hall, 113 W. 12th Avenue.

Academic Integrity

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed: illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct at:

<https://studentlife.osu.edu/csc/>

