

Professional Internship Guidelines

Department of Agricultural & Resource Economics The University of Tennessee

The Professional Agribusiness Internship is a required component of the Dual Agricultural & Resource Economics MS/MBA Program. The internship provides an opportunity for students to supplement their educational experiences with off-campus employment. The internship program is designed to match students' interests with employers' needs so that both students and their employers benefit from participation in the program.

Internship Program Requirements and Policies

The following requirements are designed to enhance the quality of the internship program:

1. An internship will consist of a 10-12 week work experience in an agribusiness firm or agency. The host internship organization should be related to the student's career interests.
2. Academic credit for the internship program (AREC 595: 3 credit hours) will be supervised by the Major Professor with input from the student's Faculty Committee. The grade for AREC 595 will be based on the Major Professor's assessment of: (i) the student's completed internship report; (ii) oral presentation, and (iii) the Cooperator's evaluation of the student's performance as provided in the *Cooperator's Final Evaluation Form D-3*.
3. No credit will be granted for work in the student's family business.
4. The student is responsible for arranging transportation, room and board, health and accident insurance, and workmen's compensation and liability insurance. (UT's CO-OP Program Office, at (865) 974-5435, may be able to meet insurance needs.)
5. A special project must be completed during the internship. The project should address a specific problem or issue faced by the host organization or industry. The special project should be of benefit to the host cooperator. The problem analysis and report are expected to reflect the academic level of an MS student.
6. The Internship Report Final Draft requires approval of the student's Major Professor and by all members of the Faculty Committee before [final comprehensive examination deadline](#). The Completed Internship Report becomes a permanent part of the student's Departmental file and the Department's Reading Room collection. A copy of the Completed Internship Report will be mailed by the student to the student's internship supervisor.

7. The Internship Report Final Draft serves as the basis for the student's oral presentation to the student's Faculty Committee and other interested faculty and students. The oral presentation is evaluated as part of the student's final AREC 595 grade.
8. Students planning to graduate during the semester they are interning must deliver their completed Internship Report to the Major Professor and Faculty Committee members at least ten working days before the [final comprehensive examination deadline](#). The review schedule for initial and final drafts should be determined by the student, Major Professor, and Faculty Committee.

Student's Internship Responsibilities

To complete the professional internship program, the student must:

1. Meet with the student's Major Professor and discuss how the internship will fit within the academic schedule.
2. Complete the *Application for Professional Internship Program* [Form D-1](#) and have it approved by the Major Professor.
3. Take responsibility for obtaining an internship. The search for the internship may be aided by the student's Faculty Committee.
4. Meet with the Cooperator (employer) to develop an internship agreement. Terms of the agreement should include starting and ending dates, work schedule, days off, wages, insurance provisions, responsibilities of the intern, and any other important information.
5. Complete at least nine credit hours in graduate-level courses prior to participation in the internship program.
6. After obtaining approval from his or her Major Professor, register for three credit hours of AREC 595.
7. Report directly to the Cooperator (Internship Supervisor) for instructions. Interns are expected to follow appropriate instructions outlined by their supervisors and to meet all scheduled commitments made in connection with their internship.
8. Establish periodic (weekly, if possible) conferences with the Cooperator.
9. Complete and submit to the student's Major Professor *Internship Monthly Performance Reports* [Form D-2](#) on time.
10. Discuss with the Cooperator the special project to be completed during the internship and submit a single page project proposal to the Major Professor no later than the due date of the first monthly internship performance report.

11. Notify the Cooperator when unable to report for work. In case of prolonged illness, accident or emergency, students should notify both the Cooperator and the Major Professor. The Department's phone number is 865-974-7231.
12. Discuss with the Major Professor any problems that cannot be resolved between the Cooperator and the student.
13. Complete the Internship Report by:
 - a. Presenting a report on the special project to the host firm prior to leaving the host site of the internship.
 - b. Delivering the Internship Report Initial Draft to the Major Professor by the end of the second week of the semester following the internship experience; (The Internship Report Initial Draft must address the four areas outlined in "[Guidelines for Professional Agribusiness Internship Report](#)". An internship report is considered to be an Internship Report Final Draft after it has been approved by the Major Professor and distributed to the remaining members of the Faculty Committee for their review.)
 - c. Deliver the Internship Report Final Draft to the student's committee by the end of the fourth week of the semester.
 - d. Incorporate committee members' comments in the Internship Report Final Draft and have the draft signed by all members of the Faculty Committee.
 - e. Deliver the two copies of the Completed Internship Report to the Major Professor by the end of the sixth week of the semester in which the student graduates.

Deadline Exceptions

Deadline exceptions exist for students planning to graduate during the semester they are interning. These students must deliver the Completed Internship Report to the Major Professor ten working days before the [final comprehensive examination deadline](#). The review schedule for the initial and final drafts should be determined by the student, Major Professor, and Faculty Committee members. (**Note**—Students may not receive a Departmental assistantship if they fail to complete their Internship Reports by the deadlines.)

Cooperator's Responsibilities

1. Encourage the student to serve as a productive, contributing employee during the internship.
2. Furnish appropriate counseling and guidance to the student during the internship.
3. Work with the intern in defining the special project and arrange a time for the intern to make a presentation on the special project prior to leaving the host internship site.

4. Complete and return the *Cooperator's Final Evaluation* [Form D-3](#) to:

[Agricultural & Resource Economics Department](#)

c/o [name of student's Major Professor]

2621 Morgan Circle, 302 Morgan Hall

University of Tennessee

Knoxville, TN 37996-4518

5. Contact the student's Major Professor if internship-related problems arise that cannot be resolved with or by the student. The Department's phone number is 865-974-7231.

Major Professor's Responsibilities

1. Work with the student in defining and locating an acceptable internship program experience.
2. Serve as the student's primary contact during the internship program.
3. Maintain liaison with the internship's Cooperator and other industry contacts, and maintain the Agribusiness Internship File Checklist Sheet [Form D-4](#).
4. Assist the student in preparing the Internship Report and Oral Presentation. Encourage the student to prepare Internship Report drafts during the internship.
5. Prepare the Department's letter of appreciation to each student's internship supervisor.