

KANSAS STATE UNIVERSITY

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Department of Communications & Agricultural Education

# Internship Guide Book

# Congratulations on your internship!

*You have just taken the first step toward a successful career.*

Internships are one of the most valuable learning experiences you can have during your collegiate career. In the next few months, you will gain real-world experience in the field you are interested. This manual includes information that will help you make the most of your experience. Enclosed you will find all the necessary forms and details that must be reviewed prior to your internship. Also, you are required to read this manual prior to beginning your internship.

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## Internship Requirements

- You must enroll in AGCOM 550 to receive internship credits. This must be a communications internship. If you are not sure what constitutes as a legitimate internship, please visit with Dr. Jason Ellis, course instructor.
- Your internship cannot be with a member of your family.
- You must complete the Internship Questionnaire and schedule a time to meet with the course instructor prior to the last day of class before the semester of your internship. **See Appendix A for the questionnaire.**
- The Internship Agreement must be completed and signed before the last day to add a class in the semester of your internship. **See Appendix B for the agreement form.** This form is a detailed agreement between you, the employer or firm, and the course instructor describing assignments and requirements. Failure to turn the agreement in on time will result in being dropped from internship hours.
- Throughout the course of your internship, you are required to complete weekly internship experience updates via K-State Online quizzes. Each week the course instructor will post the question(s) in the form of a quiz on K-State Online. Failure to complete the quizzes may result in failure of the class. **See Appendix C for guidelines.**
- Semester credit hour enrollment shall be commensurate with length and time of the internship. Student should negotiate this with his or her academic adviser. One hour of credit is equal to approximately 150 hours of work.
- If problems or disagreements arise during the internship, contact the course instructor as soon as possible so that a resolution can be achieved.
- An internship evaluation must be completed by the student and supervisor before the student's final internship presentation. This evaluation will be a Web-based survey; when your internship is complete, contact the course instructor so that a link to the survey can be sent to you and your supervisor. You will not receive credit until your supervisor completes the survey! **The questions you will be asked are in Appendix D. The questions your supervisor will be asked are in Appendix E.**
- Students expecting a final grade during the semester of the internship must complete all assignments and make the oral presentation prior to the last week of classes of the semester of the internship. See the next section for details on your final presentation.
- Prior to receiving credit for your internship, you are also required to write a blog post describing your internship experience. See the next section for details on the blog post.

## Final Presentation and Blog Post

-You will present a final oral presentation concerning your internship to an ACT or other meeting or class when the internship coordinator is in attendance.

-The final presentation may be PowerPoint, Prezi, video, slide show, flip-chart, or any other media to demonstrate what you learned. Your presentation needs to address the following:

- Where you interned
- Internship responsibilities/duties
- What you learned
- Biggest area of growth
- Favorite/most exciting part of your internship
- Least favorite/exciting part of your internship
- Application of this experience to your career plans

-You will write a blog post concerning your internship that will be posted to the AGCOM 550 blog. Your blog post should address the same questions as your presentation. Your blog will be shared with undergraduate students interested in an internship. In addition to answering the same questions as your presentation, the blog also needs to address:

- How you heard about the internship
- Dates of the internship
- How students can apply for the internship
- To whom would you recommend this internship?

## Internship Checklist

### **Before your internship**

- \_\_\_ Read the Internship Handbook.
- \_\_\_ Enroll in AGCOM 550 for the appropriate credit hours.
- \_\_\_ Complete Internship Questionnaire and meet with internship coordinator prior to starting your internship.
- \_\_\_ Fill out the internship agreement with your internship supervisor and turn in before the last day to add classes for the semester of your internship.
- \_\_\_ Sign the rules and regulations form before the last day to add classes for the semester of your internship (**See Appendix F**).

### **During your internship**

- \_\_\_ Arrive at work on time; exhibit a positive attitude; and willingness to work and learn.
- \_\_\_ Dress appropriately for the job.
- \_\_\_ Complete weekly blog posts and upload to K-State Online.
- \_\_\_ Save samples of your work.

### **Toward the end of your internship**

- \_\_\_ Have your supervisor complete the online survey to evaluate your performance.
- \_\_\_ Create your final presentation.
- \_\_\_ Write your final blog post and send to the internship coordinator.
- \_\_\_ Sign up for a time to give your presentation.

## Professionalism

You are representing the Department of Communications and Agricultural Education, the College of Agriculture, Kansas State University, and most importantly, yourself during your internship. Please represent all of these entities with the utmost pride and professionalism.

Your time at your internship will be spent applying and developing skills and abilities relative to your degree and career plans. This is your internship and your chance to shine for a potential employer.

You will be on time for work, dress appropriately, and contact both the employer and internship coordinator when problems arise.

Before you begin, please adhere to this job checklist:

- Check any police reports for previous offenses
- Google yourself
- Check your Facebook/Twitter site for any comments or pictures that could harm you
- Order a free credit report
- Make sure your outgoing message on your voicemail sounds professional
- Use your K-State e-mail for professional correspondence
- Be aware that some employers will require a drug test
- Be aware that internet information is cached and can be found even after you have removed it

## Appendix A

### **Internship Questionnaire**

Name:

Name of Organization hosting the internship:

Name of Supervisor:

Dates of Internship:

Describe some of the duties and requirements of the proposed internship.

How did you learn about the internship?

List three to five things you hope to learn through your internship.

## Appendix B

### Internship Agreement

(Due before the last day to add classes for the semester of your internship)

Student: \_\_\_\_\_

Internship Title & Location: \_\_\_\_\_

Employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Supervisor's e-mail: \_\_\_\_\_

Internship start date: \_\_\_\_\_ Internship end date: \_\_\_\_\_

Is this internship paid? \_\_\_\_\_ If so, what pay rate? \_\_\_\_\_

Describe the duties and requirements of the proposed internship. Discuss any major projects or daily tasks that are expected:

Other terms or information for this agreement:

Who will evaluate performance on this internship? \_\_\_\_\_

Hours of semester credit: \_\_\_\_\_ Final presentation date: \_\_\_\_\_

\_\_\_\_\_  
Student/ date                      Supervisor/ date                      Internship coordinator/ date



## Appendix C

### Weekly Internship Experience Updates

Instructions: Complete the weekly K-State Online quizzes. Respond to question(s) asked by the course instructor using 250-300 words. Examples of such questions are located below. These weekly internship experience updates will be considered in assigning your final grade.

1. What are your expectations for your internship?
2. Discuss one project you worked on this week and your specific duties related to the project.
3. How have previous academic courses prepared you for this internship? What is one goal you have for the next week?
4. Report on your goal from last week? What was your goal and did you accomplish your goal? If not, explain why.
5. Tell me how you like working for your employer. What are the office dynamics like? The people, the space, the atmosphere.
6. Submit an example of a project you are working on currently. Tell me about your contributions to this project. What are your responsibilities with it? Who else are you working with?
7. What is one challenge you have encountered through the course of your internship? Discuss one project you worked on this week and your specific duties related to the project.
8. What skills have you acquired during your internship that you can now highlight in your resume, cover letter, and/or interview?
9. What did you learn in your internship that you can now apply to the classroom setting or to your daily life? What did you learn in your internship that you can now apply to future work experiences?
10. In your first post you set expectations for your internship. Were those expectations met? Explain. What was your favorite project to work on during your internship? Explain.
11. Did you get any feedback from your employer about your contributions as an intern? Explain. Have your career plans changed as a result of your internship experience?
12. What would have made you better prepared for this internship – courses, background, skills, etc.? Would you recommend this internship to other students? Why or why not.

## Appendix D

### Internship Evaluation Form- completed by INTERN via online survey

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Organization hosting the internship:

Name of Supervisor:

Dates of Internship:

I. What were your duties during your internship?

II. How did you learn about the internship?

III. List three to five things you learned through your internship.

IV. Please rate your internship on a scale of 1 to 5, with 1 being very weak and 5 being very strong, for the following criteria:

	Very Weak				Very Strong
Focus on helping you learn	1	2	3	4	5
Practical	1	2	3	4	5
Applicable to your career choice	1	2	3	4	5
Complementary with your academic training	1	2	3	4	5
Positive environment	1	2	3	4	5
Emphasizing professionalism	1	2	3	4	5

V. Would you recommend this internship to others? Please explain your answer.

VI. Have you had other internships? If yes, please compare this internship to the others that you have had in terms of quality of the experience and the duties.

VII. What were the major strengths of this internship?

VIII. What were the weaknesses?

IX. Please rate your level of achievement on the following student learning outcomes in this internship on a scale of 1 to 5, with 1 being very weak and 5 being very strong.

	Very Weak				Very Strong
Demonstrated competence in one or more areas of ag or environmental studies (i.e. animal science, environment, etc.)	1	2	3	4	5
Demonstrated and applied excellent written, verbal, listening, listening and visual communication skills	1	2	3	4	5
Used and evaluated technologies that enhanced the communications process	1	2	3	4	5
Applied ethical practices in daily work and recognized media and corporate rolls and responsibilities in society	1	2	3	4	5
Valued diversity	1	2	3	4	5
Employed communication methods and theory to create strategic communication initiatives	1	2	3	4	5

X. Is there anything else you would like to tell us about your internship?

You will receive this survey via email near the end of your internship. Please complete it no later than the last day of class for the academic term. Direct questions to Jason Ellis, 305 Umberger Hall, Manhattan, KS 66506; jdellis@ksu.edu or 785-532-5804

## Appendix E

### Internship Evaluation Form- completed by SUPERVISOR via online survey

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Organization hosting the internship:

Name of Intern:

Dates of Internship:

I. What were your roles related to supervising the intern?

II. What were the intern's duties? How were these duties communicated to the intern?

III. How did you locate your intern?

IV. Why was this person selected?

V. Would you want to work with this intern again?

VI. Please rate your intern on a scale of 1 to 5, with 1 being very weak and 5 being very strong, for the following criteria:

	Very Weak				Very Strong
Focus on learning	1	2	3	4	5
Practical	1	2	3	4	5
Helpful	1	2	3	4	5
Appropriate academic training	1	2	3	4	5
Positive attitude	1	2	3	4	5
Professional	1	2	3	4	5
Productive	1	2	3	4	5

VII. Please rate your level of achievement on the following student learning outcomes in this internship on a scale of 1 to 5, with 1 being very weak and 5 being very strong.

	Very Weak				Very Strong
—Demonstrated competence in one or more areas of ag or environmental studies (i.e. animal science, environment, etc.)	1	2	3	4	5
—Demonstrated and applied excellent written, verbal, listening, listening and visual communication skills	1	2	3	4	5
—Used and evaluated technologies that enhanced the communications process	1	2	3	4	5
—Applied ethical practices in daily work and recognized media and corporate rolls and responsibilities in society	1	2	3	4	5
—Valued diversity	1	2	3	4	5
—Employed communication methods and theory to create strategic communication initiatives	1	2	3	4	5

VIII. Have you employed other interns? If yes, please compare this intern to the others that you have had in terms of the quality of his/her work and general attitude.

IX. Would you consider hiring other K-State students for this internship? If so, would you like our assistance in advertising your internship to our students? If not, please explain.

X. What kind of recommendation would you give this student? Please explain.

XI. Is there anything else you would like to tell us about the intern?

You will receive this survey via email near the end of the student's internship. Please complete it no later than the last day of class for the academic term. Direct questions to Jason Ellis, 305 Umberger Hall, Manhattan, KS 66506; [jdellis@ksu.edu](mailto:jdellis@ksu.edu) or 785-532-5804.

## Appendix F

### Rules Agreement

- \_\_\_\_\_ 1. I will be on time for work at my internship.
  
- \_\_\_\_\_ 2. I will consult my supervisor to determine appropriate dress for their company and will dress accordingly.
  
- \_\_\_\_\_ 3. I will abide by the rules of the workplace that my supervisor describes.
  
- \_\_\_\_\_ 4. If a problem arises, I will first try to work with my supervisor to achieve a resolution. If the issue cannot be resolved, I will contact the internship coordinator.

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Intern's signature/ date