

AG 405 – Internship

Spring Semester 2013, TAMU-Commerce

Credit Hours: 3 or 6.

Meets: n/a

Prerequisites: none

Instructor: Dr. Jim Heitholt (Jim.Heitholt@tamuc.edu)

Office: Ag 135

Phones: 903-886-5351

Office Hours: Tuesday and Thursday, 10 am to noon; Friday 8 am to 5 pm
(as available) or by appointment

General expectations for students in AG 405.

1. Students are expected to work a minimum (or average) of 10 hours per week for three hours credit or 20 hours per week for six hours credit. During summer students are expected to work a minimum of 100 clock hours for three hours or 200 clock hours for six hours credit.
2. Students are expected to learn multiple facets of the employing firm, agency, or organization. These include but are not limited to:
 - a. customer service
 - b. record keeping procedures
 - c. policies and procedures applicable for professional or technical employment
 - d. factors affecting financial success of firm or organization
3. Students are expected to learn specific professional or technical skills that are not typically available through the university classroom or laboratory setting. These will be contingent upon the type of employer and scope of work assigned to the intern.
4. Students are expected to maintain a journal summarizing the tasks performed each day of the internship.
5. Students are expected to develop a portfolio that includes the journal, an updated resume, and a letter from employer/supervisor confirming the responsibilities and tasks completed by the intern. Letters of recommendation, when appropriate, may also be included along with any certificates or documents of specialized industry training obtained as part of the internship. Photographs reflecting the location of internship and nature of tasks performed are encouraged, if appropriate and acceptable to the internship supervisor.
6. The supervisor may assigned additional tasks or duties deemed to improve the overall technical or professional competence of the intern.

It is our desire that the internship experience will help the student to become more aware of employment and entrepreneurial opportunities available in various segments of the agricultural industry and that as a result of the specific technical or professional experience obtained, the student will be more marketable as a prospective employee or graduate student.