

THE COLLEGE OF AGRICULTURAL SCIENCES' HARRISBURG AGRILEADER INTERNSHIP PROGRAM

The AgriLeader Internship Program is designed to enrich the learning experience in the College of Agricultural Sciences for undergraduate students by immersing them in a state agency/government setting. This semester-long internship will enable the student to gain experience related to agriculture, food, or natural resources in a related state-level agency, while bridging the gap between college life and a professional future.

The Internship Experience Should Include:

- a close working relationship with an experienced professional in your agency
- an opportunity to increase the student's confidence by firsthand experience in a variety of aspects of your agency, including planning, implementing, marketing, and evaluation
- an opportunity for the student to apply personal and professional knowledge and skills
- an opportunity for the student to receive supervisory midterm and summative evaluations

Required Student Curriculum:

AG 495, AgriLeader Internship (6 credits)

AEE 360, Leadership Development for Small Groups (3 credits)

PUBPL 490, Seminar in Public Policy (3 credits)

Applicant Criteria:

- Undergraduate in the College of Agricultural Sciences
- Completed at least 60 credits
- Achieved a 3.0 GPA or higher
- Each participant will provide his or her own health and accident insurance and housing
- Completed Application (Deadline September 15, 2014) with the following components:
 - Resume
 - Unofficial Transcript which includes Spring 2014
 - Statement of Program Interest
 - Essay of approximately 500 words describing the kinds of activities in which you would like to be involved during the internship and how these activities relate to your career goals. Please include an issue pertaining to food, agriculture and/or natural resources in which you have an interest
 - 3 Letters of Recommendation

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Internship Criteria:

1. The agency will provide an internship description outlining the scope of work with measurable learning outcomes related to career goals.
2. The agency will engage the student 30 hours/week for one 15-week semester; total 450 hours.
3. Provide an hourly rate of \$10/hour.
4. The agency will provide parking, office space and computer access.
5. The agency will provide an orientation program to ensure that the student is fully cognizant of the organization's policies, procedures, and expectations (i.e., as related to benefits, holidays, safety requirements, etc.).
6. The agency will ensure that the student has continuous oversight and support throughout the internship, with weekly meetings to secure feedback and status on projects.
7. Evaluations will be shared with the student's adviser and program team
 - Mid-semester report and evaluation: Meet with the student prior to completing the evaluation and then, once it is completed, review it with the student. This evaluation offers your first formal opportunity to give the student constructive feedback that can shape the rest of his or her experience with your agency which will aid in a successful completion of the work assignment.
 - Final report and evaluation: Prior to completing this evaluation, meet with the student to discuss his or her performance in the position, the student's areas of strength, in what areas did he or she excel, meet expectations, or could improve upon as he or she advances in future work assignments. Please consider the above criteria when you are preparing to evaluate a Penn State student's performance.
8. Clearances, background check, disclosures, photo release, etc. will be the responsibility of the agency.

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Internship Site Information

Contact Information

Agency Name _____

Agency Website _____

Contact Name _____

Contact Title _____

Contact Email _____ Phone _____

Internship Position Information

Internship Position Title _____

Internship Position Description/Responsibilities _____

What is the required dress code for the position? _____

Will there be any travel components to this position? _____

Please describe travel _____

Will there be any required, regularly scheduled meetings for this position? _____

Internship Schedule: _____

Students will be following the agency's holiday/time off calendar. Will there be any scheduled time off during the internship period? _____

Direct Intern Supervisor Name: _____

Email _____ Phone _____

DUE May 27th to: Tracy Hoover, Associate Dean for Undergraduate Education –
tsh102@psu.edu or fax: 814-863-7277