



College of Agricultural & Environmental Sciences

UNIVERSITY OF GEORGIA

Industry & Professionals Internship

Description: University of Georgia's College of Agricultural and Environmental Sciences is one rooted in tradition and providing the tools for success to our students. Along with our industry and professional partners, we are committed to providing our students with opportunities to become successful and enhance their lives both before and after graduation. This Experiential Learning activity will provide students the opportunity to apply and enhance their knowledge in one of the majors in CAES. This program enables students to customize their education within CAES to meet their academic and professional goals outside of the various internship courses offered in the College. To be eligible for this internship students must be in good academic standing. Students will explore opportunities and secure an internship on their own and then apply to this program. This must be done prior to the semester in which the student is participating in the internship and approved by CAES. Successful completion of this internship will meet the EL requirement for CAES.

Program Length: Semester (Fall, Spring or Summer)

Minimum Hours: 45 hours and must be spread over a minimum time span of at least 10 weeks.

Mentorship:

Students are required to confirm a CAES faculty mentor prior to initiation of the internship. The student and mentor must meet at least once prior to the internship to discuss:

- Aspects of expected professionalism including appropriate written and oral communications; attire suitable for the internship; responsible workplace behavior; and other tips for internship success.
- Confirmation and refinement of goals for the internship including how goals will be assessed by the site supervisor and faculty mentor
- Specific aspects of the required reflective journal, including documentation of
 - independent work activities, decisions, and projects
 - recording observations / data pertinent to tasks performed
 - listing / description of skills acquired

The students will also receive mentorship from the site supervisor. Site supervisors will be asked to:

- Assure frequent (at least weekly) meetings with the intern to provide guidance and feedback
- Help design the internship components to allow the established goals to be met and in conjunction with the CAES faculty mentor, develop an MoU that formalizes the role and expectations of the students and employer with regard to the experiential learning and academic learning outcomes of the internship

- Hold an exit interview with the student to summarize student performance during the internship and offer suggestions for further improvement / skill enhancement

Applications:

Students must apply to the internship cohort and submit the following materials via [Qualtrics](#) to the CAES Assistant Dean for Academic Affairs prior to the semester of the internship:

- A 2-page paper describing
 - how the internship aligns with their major and career aspirations
 - how they will use information from courses taken in this real-world setting
 - the desired goals and anticipated outcomes of the internship, including new knowledge and skills that will be offered by the internship
- A job description or descriptive summary of tasks and responsibilities associated with the internship experience
- The point of contact with the internship partner i.e. who will serve as the site supervisor during the internship
- The CAES faculty member's name who will serve as the UGA mentor to the student
- A current résumé

Applications will be reviewed by the Assistant Dean, and if questions or need for clarification arises, students will be interviewed by the Assistant Dean prior to judgement on the application submission.

To be approved to participate in this EL activity the internship must move beyond just a short-term employment opportunity. It will immerse the student in an organization or business that aligns with the student's field of study. They will work on projects and tasks with professionals in that field which enables the student to build skill and professional competencies in their area of study. They will be challenged regularly to apply academic knowledge to real word problems and in turn bring what they have learned back to their studies in the classroom.

Requirements:

Students will be required to keep a reflective journal (minimum of twice-weekly entries) throughout the course of the internship. Specific components of the journal will be agreed upon by the student and the faculty mentor during the required pre-internship meeting previously described. Example journal contents include:

- Documentation of progress towards established internship goals
- Impressions of the structure and function within the intern host organization including observations and potential suggestions for improvement
- Comments on lifestyle changes as compared to campus life
- Description of and results from weekly site supervisor meetings, including the final exit interview

Students will also be required to prepare a 5-page maximum (double-spaced, 1-inch margin 12-pt font) internship report summarizing the experience and addressing the success of achieving the intended goals. Students will be required to meet with their faculty mentor after submitting their final report for a final exit interview.

***For more information, please contact the Assistant Dean for Academic Affairs,
Dr. Doug Bailey: dabailey@uga.edu***