

ARE 492 External Learning Experience

October 25, 2016

Course Objective

The purpose of ARE 492 is to provide an academic framework for students to learn through work related experiences to complement their academic coursework.

The learning outcomes are:

- 1) students develop and refine some of the skills that they have learned from the courses that they have taken in the Agricultural Business Management major (ABM/BBM) by applying them during their internships
- 2) students acquire valuable employment skills during their internships that will help prepare them for their desired career fields and strengthen their resumes
- 3) students explore career opportunities by working with professionals in different departments or fields during their internships
- 4) students develop important business contacts by networking during their internships
- 5) students start the transition during their internships from college to the workplace by experiencing some professional responsibilities

Course Credit, Grading, Degree Placement, and Contract

A maximum of 3 units of credit can be earned per semester and internship. The total amount of credit that can be earned from multiple internships is 6 units. As a general guideline, a month long fulltime internship averaging 40 hours per week would yield 1 unit of credit. Grading is credit-only. A grade of S for satisfactory or U for unsatisfactory is conferred. ARE 492 counts on the ABM degree audit for a Restricted Departmental Elective or for a free elective. It counts on the BBM degree audit for a Restricted Elective or for a free elective. The ARE 492 Contract with all of the required signatures is required prior to you starting an internship.

Steps for Adding ARE 492

- 1) discuss with your academic adviser the benefits that the internship that you would like to pursue would yield in terms of counting toward your degree and helping you to prepare for your desired career
- 2) direct any questions that you have about ARE 492 to Dr. Russ, ARE Undergraduate Coordinator
- 3) complete the first two pages of the ARE 492 contract in consultation with your internship employer but do not ask your employer to sign the contract at this time until you meet with Dr. Russ; you do not have to share page 3 of the contract with your employer at any point
- 4) make an appointment to meet with Dr. Russ after you have completed all 3 pages of the contract
- 5) ask your academic adviser and your internship employer to sign the contract after you implement any suggestions that Dr. Russ might recommend and you sign it; email the contract to Dr. Russ if you would like for him to review an edited version prior to you seeking the signatures
- 6) return the signed contract, all three pages, to Dr. Russ; Dr. Russ will review the contract once more and will sign it if it meets the course requirements
- 7) you will be added to ARE 492 by the Undergraduate Coordinator Office; you cannot add the course yourself

Course Requirements to be Completed After Your Internship

You are required to meet with Dr. Russ shortly after you complete your internship to discuss how your internship went and the remaining ARE 492 requirements. You should contact Dr. Russ to schedule an appointment when you are ready to meet. You are required to present a PowerPoint presentation of approximately 45 minutes on a date after the initial meeting with Dr. Russ that tells the story of your internship. To schedule your presentation, contact Dr. Russ at least one month prior to the last day of classes for the semester that credit is granted for ARE 492. Dr. Russ will schedule for you to give your presentation to a class, to a student organization, or to a group of students, staff, and faculty, in consultation with you. When you contact Dr. Russ, you are required to include a short summary of your internship in paragraph form. After your presentation, you are required to email your resume with your internship experience included on it and your PowerPoint to Dr. Russ, which will be kept on file in the Undergraduate Coordinator Office. Dr. Russ will post your grade after he receives your resume and your PowerPoint.

Your presentation should answer the questions listed below. You should include any additional information that you desire to explain the benefits and scope of your project. As applicable, include photographs and a video if you feel they would strengthen your presentation. Your presentation should begin with general information about you that you would like to share with the audience.

- 1) Where was your internship? What is the employer's name and location? What products or services are offered? What is the employer's market? What is the size of the employer's operation? What other information about the employer is needed for participants at your presentation to understand the employer?
- 2) What did you do in your internship? What was your typical work day?
- 3) What was the most challenging part of your internship?
- 4) Was there any part of your internship that you did not like?
- 5) What was the most rewarding part of your internship?
- 6) What does the employer do that you think is admirable? Anything?
- 7) What suggestions for improvement would you offer the employer?
- 8) How did you develop during your internship some of the skills that you have learned from the ARE or EC courses that you have taken in ABM/BBM? What courses and what course materials related to your internship? Were you prepared for your internship?
- 9) What valuable employment skills did you learn from your internship?
- 10) What career opportunities did you explore by working with professionals in different departments or fields? What do you think of them? Are they for you?
- 11) Did the internship change your mind about your desired career?
- 12) How did you go about networking for important business contacts? Were you successful? How do you think your network might benefit you someday?
- 13) What are the professional responsibilities that you experienced that you think are characteristic of the transition from college to the workplace? What was that like?
- 14) Do you think your internship will benefit your future education in ABM/BBM? How?
- 15) Was your internship motivating? How?
- 16) Would you want to work for the business? Why or why not?
- 17) Where would you want to have another internship? What job duties would you desire?
- 18) What are your career plans? What salary do you expect? What type of career advancement do you think will be possible? Do you think additional education might be in your future?
- 19) What are the variables in the utility function for your desired career? In other words, what do you need to get from a career to feel actualized?
- 20) What suggestions do you have for additions or changes to your education that would help you to better prepare for your desired career?

ARE 492 Contract

Student Information

Name _____

ID # _____

Email _____

Phone _____

Academic Adviser _____

Expected Date of Graduation _____

Semester when credit will be conferred _____

Credit Hours _____

Employer Information

Employer _____

Supervisor _____

Employer's Address _____

Start Date of Internship _____ End Date of Internship _____ Hours per Week _____

How did you hear about and obtain the internship?

Employer description

Overview of the internship experience and responsibilities

Specific internship tasks and the approximate percentage of time that you will spend on each

- 1) _____ Estimated % of Time _____
- 2) _____ Estimated % of Time _____
- 3) _____ Estimated % of Time _____
- 4) _____ Estimated % of Time _____
- 5) _____ Estimated % of Time _____
- 6) _____ Estimated % of Time _____
- 7) _____ Estimated % of Time _____
- 8) _____ Estimated % of Time _____
- 9) _____ Estimated % of Time _____
- 10) _____ Estimated % of Time _____

How will the internship help you to explore multiple career options and to develop your professional network?

Signatures

Student _____	Date _____
Academic Adviser _____	Date _____
Employer _____	Date _____
Undergraduate Coordinator _____	Date _____

Questions: Dr. Russ, Undergraduate Coordinator, 3346 Nelson Hall, russ@ncsu.edu, 919-515-4677

*** This page is required for the contract but you don't have to share it with your employer ***

How do you think the internship will complement your education in ABM/BBM, help you to prepare for your desired career, and strengthen your resume?

What is your desired career? What would be your main job duties and responsibilities in that career?

If your desired career position is not available at graduation, what is your backup plan? Do you think that you might find your backup career as satisfying as your desired career?

What are you doing in addition to your education and your planned internship to prepare for a career position and for your job search?
