



Department of Plant Sciences and Plant Pathology Internship Guidelines and Procedures

This document serves as the overall description of internship requirements for the Department of Plant Sciences and Plant Pathology (PSPP), but may not cover all the requirements of program-specific internships. Internship offerings include supervised work-integrated learning experience courses such as Practicum, Clinical Experience, Co-op Education, and Service Learning with MSU rubrics of x95, x96, and x98.

The Internship Experience

The internship credit should be an opportunity to develop skills and practical knowledge that might not otherwise be gained at the university in preparing for a career in an agriculture-related field. Additionally, internships provide an opportunity for students to build their resume, gain potential references, and better establish a direction for their future career.

Faculty Responsibility

Faculty members within PSPP will serve as the Internship Instructor.

Faculty Internship Instructors are expected to:

1. Review internship applications and ensure students understand the expectations required for credit and performance, and demonstration of effective oral and written communication skills.
2. Prepare a syllabus that includes the internship beginning and ending dates, evaluation procedures, final report format, reporting deadlines and all learning outcomes.
3. Prepare internship evaluation forms for both the cooperator and student.
4. Conduct pre and post internship training where appropriate.
5. Track progress through the reports.
6. Review student and cooperator evaluations for further program improvement.

Faculty instructors also serve as the first point of contact for students and cooperators when questions or concerns arise, or if a health or personal issue interrupts the internship.

Internship Cooperator Responsibilities

The internship cooperator is the person directly responsible for supervision of the student during their internship. The internship cooperator is responsible for providing meaningful learning experiences for the student. Thus, the cooperator will have the student participate in a variety of educational experiences during the internship that are designed to meet the learning outcomes. The internship cooperator may work with the student and/or internship instructor to develop a learning plan (itinerary or outline) for the internship or provide a learning plan that meets the expectations of the internship learning outcomes. The internship cooperator must agree to a learning plan that addresses the learning outcomes. The internship cooperator is responsible for completing a cooperator evaluation form at the end of the internship.

Learning Outcomes

The following are the overall learning outcomes for Plant Sciences and Plant Pathology students enrolled in an internship course for credit.

1. Recognize, extend, and apply knowledge acquired during coursework and describe how the internship enhanced understanding and use of discipline-specific theories. (*Knowledge, Comprehension and Understanding, Application*)
2. Demonstrate effective oral and written communication skills. (*Communication*)
3. Use discipline-specific principles to formulate questions, explore solutions, advocate, and solve real-world problems within the context of the internship experience. (*Problem Solving*)
4. Practice ethical conduct appropriate to the professional community the student is serving. (*Ethics*)

Individual Learning Outcomes

Each internship course may have additional, individual learning outcomes tailored to the specific internship or degree program. These specific learning outcomes may be developed by the internship instructor, cooperator, or the student in conjunction with their instructor or cooperator. The student, cooperator, and instructor must agree upon these outcomes prior to the internship experience. Evaluation forms and final reports should be tailored to assess all learning outcomes.

Reporting Requirements

Student interns will have regular reporting requirements throughout the internship. These may vary by individual course, but the minimum requirements are as follows:

Students are expected to:

1. Keep a detailed written log of activities, experiences and knowledge gained, and how these relate to learning objectives along with any other pertinent information. Weekly reports (for internships 5 weeks or less) Bi-weekly reports (for internships over 5 weeks) are required and should be submitted to the internship instructor as outlined in the syllabus.
2. Prepare a final report according to syllabus directions describing their internship learning experience. This report should be kept on file by the internship instructor and will serve as a resource for students seeking future internship opportunities.
3. Submit both student and cooperator evaluation forms to the Internship Instructor before the designated deadline.

Pre-Post Internship Training

No formal pre- or post-internship training is required by the College of Agriculture. Faculty instructors may require training appropriate for the specific internship courses they teach prior to initiation of the internship. Students and faculty instructors are responsible to ensure required pre-requisites are met prior to registration for internship courses.

Academic Credit for Internships

Students must register for the appropriate course during the term they will actually be working on the internship to receive University credit. The minimum work requirement for one credit is 45 hours of work. Internship instructors may set higher work requirements per credit due to the nature of specific internship experiences. While menial and routine experiences are valuable to demonstrating work ethic and are necessary to the overall task, internships that include fewer learning opportunities may warrant higher work requirements per credit. Internships within PSPP will be 1-4 credits, but the College of Ag Dean must approve internships of four or more credits.

Procedure for Reconciling Disputes

Disputes may occur between the student and the cooperator during the course of the internship. If this occurs, students and faculty instructors should follow the steps outlined below:

1. The student should attempt to reconcile the dispute between themselves and the cooperator.
2. The student or the cooperator should contact the internship faculty instructor.
3. The faculty instructor should visit with both the student and the cooperator (separately) to get a complete picture of the situation. The faculty instructor may choose to visit with both parties together in an attempt to resolve the dispute.
4. If that fails, students and/or cooperators should submit their complaints in writing to the faculty instructor.
5. The faculty instructor will recommend action by the student or cooperator to resolve the situation, even if that action is terminating the student's internship. If students are terminated prior to reaching the minimum of 45 hours, they will not receive academic credit for the experience.
6. The faculty instructor will report any illegal activities to the Dean of Students or appropriate authorities.

Evaluation

At a minimum, the internship instructor will base the internship grade on feedback from the student's final report, and the student and cooperator evaluation forms. All students receiving credit for an internship are required to turn in an evaluation form for their experience, and to collect an evaluation form from the cooperator. Evaluation forms are created by each faculty internship instructor to provide feedback tailored to the internship course learning outcomes and purpose of the internship within the degree plan.



Internship Cover Page

Course Rubric & Number
Department

Credits

Student Contact Information

Student Name (First, Last)

Address

Phone

E-Mail

Cooperator Contact Information

Cooperator Name

Company

Address

Phone:

E-mail

MSU Internship Instructor Contact Information

Internship Instructor Name

Address

Phone:

E-mail

Department Internship Administrator Contact Information

Internship Administrator Name

Address

Phone:

E-mail

Each party signing this form should receive a copy in case questions or events arise that require the contact information. By submitting this application, we certify that all of the information contained in the internship application packet is factual and correct to the best of our knowledge. We agree to abide by the departmental internship guidelines and procedures and internship syllabus contained in the application. Furthermore, we understand any false or misleading statement may be grounds for termination of the internship.

Signatures & Date

Student

Internship Instructor

Dept. Internship Admin.

Cooperator

COA Associate Dean
(if requesting 4 or more credits)

Internship Syllabus

Internship terms

Start Date Finish Date Total weeks Hours per week

Compensation \$ per

Additional benefits (if applicable)

Pre and post training required (if applicable)

Reporting

The location all reports and evaluations should be turned into

Progress reports turned in weekly bi-weekly

Frequency of communication with Internship Instructor

Final evaluations should be completed by the student cooperator other

Final report format and content

Additional reports and information on which the internship grade will be based (if necessary)

Learning Outcome(s) – add individual learning outcomes as necessary
1. Recognize, extend, and apply knowledge acquired during course work and describe how the internship enhanced understanding and use of discipline theories. <i>(Knowledge, Comprehension and Understanding, Application)</i>
2. Demonstrate effective oral and written communication skills. <i>(Communication)</i>
3. Use discipline principles to formulate questions, explore solutions, advocate, and solve real-world problems within the context of the internship experience. <i>(Problem Solving)</i>
4. Practice ethical conduct appropriate to the professional community the student is serving. <i>(Ethics)</i>
5.
6.
7.

Learning Plan: Provide an itinerary, outline, or description of the content knowledge and experiences that will be acquired on this internship. Be as specific as possible. The internship coordinator may work with the student and/or internship instructor to develop the learning plan or provide a learning plan that meets the expectations of the internship learning outcomes. Attach additional pages as necessary.

Form C - University Liability Statement

Montana State University
Bozeman, MT 59717-3140

I, the undersigned student intern, understand that Montana State University, herein identified as the University, has worked with the Cooperator named in the attached Memorandum of Agreement to develop an internship program which meets the University's educational criteria. Therefore, I understand that if I, as a student intern, successfully complete the intern program as set forth in the Memorandum of Agreement, appropriate credit will be granted by the University.

I understand that since the daily managerial control and working conditions of the internship program are handled by, and are under the sole direction of, the Cooperator, the University does not have, nor can it assume, any liability relative to my safety and health for the entire duration of the internship program; and that therefore I assume all risks relative thereto.

I acknowledge that I have been advised to review with the Cooperator what employee benefits are available to me (i.e., liability insurance). As stated above, the University will not be liable in any way and, therefore, if adequate benefits are not available, I must make my own arrangements for accident and health protection.

Signature of Student

Date

5.

6.

7.

Problems, concerns or suggestions.

Student's Signature

Date

Cooperator's Final Evaluation

Student's Name

What characteristics of the intern did you find most helpful or valuable to your operation?

In what ways can the student improve?

If a similar position were open would you hire this student? Why or why not?

Below are the learning outcome expectations for the internship. Please rate the student's performance in each category. If the student made noticeable improvement in any of the categories during their program, check the 'improved' column.

Rating Scale: 1 = Excellent. 2 = Very Good. 3 = Average, 4 = Unsatisfactory

1. Recognize, extend, and apply knowledge acquired during course work and describe how the internship enhanced understanding and use of discipline theories.

	Rating	Improved
Apply and extend prior knowledge		
Demonstrate an ability to learn		

2. Demonstrate effective oral and written communication skills.

	Rating	Improved
Demonstrate effective oral communication skills		
Demonstrate effective written communications skills		

more on next page

3. Use discipline principles to formulate questions, explore solutions, advocate, and solve real-world problems within the context of the internship experience.

	Rating	Improved
Express a willingness to receive guidance		
Formulate questions, explore solutions, and advocate for their work		
Address solutions to real-world problems		

4. Practice ethical conduct appropriate to the professional community the student is serving.

	Rating	Improved
Perform without supervision		
Hold a positive relationship with other employees		
Dependable and reliable		
Demonstrate ethical conduct appropriate to the profession.		

Additional learning outcomes (if stated in the Internship Syllabus)

5.

	Rating	Improved

Additional comments on the student's performance

Signature of Cooperator:

Date:

Student's Final Evaluation

Student's Name

Rate your internship experience

What were the STRONG points of your program?

What were the WEAK points of your program?

Would you recommend a similar experience for other students who might follow you? Why or why not?

Did you feel that you were justified in receiving University credit for this experience? Why or why not?

Check the box of the description that best gives an overall evaluation of this particular internship:

Outstanding

Excellent

Good

Fair

Poor

more on next page

Final report summarizing your experience on this internship.

Below are the learning outcome expectations for the internship. Please rate your performance in each category. If you made noticeable improvement in any of the categories during their program, check the 'improved' column.

Rating Scale: 1 = Excellent. 2 = Very Good. 3 = Average, 4 = Unsatisfactory

Also for each learning outcome, summarize your experiences that demonstrate you met that learning outcome during the internship. You must include ratings for and experiences under each learning outcome.

1. Recognize, extend, and apply knowledge acquired during course work and describe how the internship enhanced understanding and use of discipline theories.

	Rating	Improved
Apply and extend prior knowledge		
Demonstrate an ability to learn		

Experiences related to recognition, extension, and application of knowledge acquired during course work. Describe how the internship enhanced your understanding and use of discipline theories.

2. Demonstrate effective oral and written communication skills.

	Rating	Improved
Demonstrate effective oral communication skills		
Demonstrate effective written communications skills		

Experiences demonstrating effective oral and written communication skills.

3. Use discipline principles to formulate questions, explore solutions, advocate, and solve real-world problems within the context of the internship experience.

	Rating	Improved
Express a willingness to receive guidance		
Formulate questions, explore solutions, and advocate for their work		
Address solutions to real-world problems		

Experiences during your internship where you formulated questions, explored solutions, advocated, and/or solved real-world problems.

4. Practice ethical conduct appropriate to the professional community the student is serving.

	Rating	Improved
Perform without supervision		
Hold a positive relationship with other employees		
Dependable and reliable		
Demonstrate ethical conduct appropriate to the profession.		

Experiences demonstrating ethical conduct in the professional community.

Additional learning outcomes (if stated in the Internship Syllabus)

5.

	Rating	Improved

Experiences related to your additional learning outcomes.

Additional experiences of note during your internship

Signature of Student:

Date:

MSU Internship Instructor's Final Evaluation

Student's Name:

1. Did the internship meet the originally agreed-upon learning outcomes based on the required reports for this internship? (Yes, Marginally, No)

2. If the ranking of the internship was marginal or unsuccessful, was it due to: (please check all that apply)

Lack of motivation on student's part;
Personality conflict with cooperator;
Lack of motivation on cooperator's part
Unforeseen changes in planned work experience.

3. Would you recommend the same cooperator for other students? Why or why not?

4. Please check the select the rating that best gives an overall evaluation of this internship experience:

Excellent
Very Good
Average
Unsatisfactory

Signature of MSU Internship Instructor

Date