

MEMORANDUM | DEPARTMENT OF AGRICULTURAL ECONOMICS

TO: AEC Faculty and Students

FROM: Dr. Roger Brown, Director of Undergraduate Students

SUBJECT: AEC 399 Internship Learning Contracts & Procedures

I want to encourage AEC majors to pursue internship opportunities. Internships can be paid or unpaid, but the key difference between a job and an internship is that an internship provides a pre-professional learning experience with the explicit goal of training the intern for career advancement.

- *Pre-requisites include nine hours in AEC or ECO, permission of the instructor and department chair (or designate), and completion of the learning contract.*
- Students who wish to receive academic credit for their internship to satisfy the program's Academic Enrichment Requirement must be enrolled in AEC 399 during the semester/session they start the internship.
- Students have the option of enrolling in 1 to 3 credit hours. Credit hours are determined by the number of hours worked. Although you may work enough hours to receive 3 hours of credit, you may want to consider enrolling in 1 credit hour for a summer internship for financial reasons.

Credit Hours	Work Hours
1	150
2	190
3	230

- To enroll in this course, you must have completed nine credit hours in agricultural economics or economics. **STUDENTS MUST COMPLETE AN APPROVED LEARNING CONTRACT WITH THE SIGNED APPROVAL OF A FACULTY MENTOR BEFORE THE INTERNSHIP BEGINS. CONTRACTS SUBMITTED AFTER THE INTERNSHIP START DATE (ex: information not available until you arrive at internship site) MUST BE APPROVED BY DR. BROWN.** There may be instances when some of the information will not be available until you arrive at your internship site. If this is the case, please let your faculty mentor know and submit your learning contract within the first two weeks of your internship. Students must have a completed learning contract before they will be registered for AEC 399. Completed learning contracts must be turned into Susan Skees. She will register you for AEC 399 in the appropriate term.
- Credit for AEC 399 cannot be awarded retroactively.
- AEC 399 is a graded course. It must be taken for a letter grade to satisfy the Academic Enrichment Experience requirement.
- AEC 399 credit may count towards the 45 hours of upper-level (i.e., 300+ level) credit needed for graduation. However, AEC 399 does not count towards the 12 hours of upper-level AEC courses needed to satisfy the AEC major requirements, and does not count toward the "specialty support" requirements.
- Students are required to complete an internship (AEC 399), education abroad (AEC 396) or undergraduate research (AEC 395) for graduation. AEC Course work sets the foundation for a meaningful academic enrichment experience.
- UK faculty who agree to supervise a student internship must assign a grade for AEC 399. The outcomes and grading criteria outlined in advance of the internship will help ensure that both student and faculty internship advisor are clear about the expectations.
- Students are responsible for seeking and securing internship opportunities. The Academic Coordinator can assist students in the search process for internships.

Revised 6/7/19

Internship Program LEARNING CONTRACT (AEC 399)

Download this document to your local computer, **open it in Adobe Acrobat**, complete all sections, and save file for distribution and later editing. Students should consult with their internship hosts and their faculty advisors when completing this learning contract. **Important:** You **must** use **Adobe Acrobat** (any version) to fill out the form.

1. Please complete this contract with your faculty sponsor. Your contract should be typed and printed.
2. Complete contracts must include signatures of the student, faculty sponsor, and Academic Coordinator or Department Chair.
3. Students should submit completed learning contracts to Susan Skees who will arrange for enrollment in AEC 399.

If you have questions, please contact:

- Roger Brown, Director of Undergraduate Studies, Department of Agricultural Economics
rogerbrown@uky.edu or 859-257-7257 or Barnhart Building, Room 304
- Susan Skees, Academic Coordinator, Department of Agricultural Economics
susan.skees@uky.edu or 859-257-1636

Student Information

Student Name:

E-mail:

Phone:

Address:

City/ST/Zip:

Major: Agricultural Economics

College: College of Agriculture, Food and Environment, University of Kentucky

Class Level:

Student Number:

Internship Partner Information

Company Name:

Supervisor's Name & Title:

E-mail:

Phone:

Address:

City/ST/Zip:

Starting Date:

Ending Date:

Total Number of Weeks:

Average Hours Per Week:

Total Hours Worked:

Course Information

Semester/Year:

Course: AEC 399

Total Credit Hours:

Describe the duties of your internship:

- 1. **Overview of Duties:** (see attached)
- 2. **Independent Pre-Professional Project:** (see attached)

3. List your learning outcomes for this experience:

At the conclusion of this internship experience, actively engaged students should be able to:

- A. Identify and document strengths and weaknesses of one's own efforts to plan, manage, present, and evaluate an independent, pre-professional project;
- B. Identify and document how specific agricultural economic concepts and principles apply to specific work situations,
- C. Identify and document strategies for success used by currently practicing professionals, and
- D. Document and present professionally lessons learned from a pre-professional work experience.

4. Specify the assignments agreed upon with your faculty sponsor:

All assignments will be completed in Canvas and are expected to be completed at a high quality and professional level.

A. Five Professional Reflections

Students will complete five professional reflections throughout their internship of at least 200 words (3/4 of a page). Topics and deadlines are provided in the syllabus.

B. High-Level Informational Interview

Once during their internship, students must formally interview a key decision-maker within the organization (30 minutes) and document all questions and responses. Guidelines are provided in the syllabus.

C. Professional Biography & Updated Resume

Students will complete a professional biography and update or prepare a professional resume.

D. Internship Poster

Students will attend a Presentation Prep session. Utilizing a given template, students must prepare a professional poster. Details are provided in the syllabus.

E. Student Poster Symposium

Students must participate in the Symposium or 3 Minute Presentation of their experiential learning. Professional dress required. Date/time TBA.

F. Internship Evaluations

Students will complete an evaluation of their internship in Qualtrics. The link is provided in the syllabus. Students will ask their internship supervisor to complete an evaluation of them in Qualtrics. The link for this evaluation is also provided in the syllabus.

Faculty Sponsor:

Department: Agricultural Economics

Campus Address:

Phone:

E-mail:

Academic Coordinator: Susan Skees

Department: Agricultural Economics

Campus Address: 421 Barnhart Building
Lexington, KY 40546-0276

Phone : 859-257-1636

E-mail : susan.skees@uky.edu

Faculty Sponsor Signature

Date

Academic Coordinator Signature
(or Department Chair or DUS)

Date

Student Signature

Date

ATTACHMENT

Describe the duties of your internship:

In the space below, provide (1) an overview of your internship role and responsibilities and (2) a detailed description of an independent pre-professional project that you will complete and present to the internship host prior at the conclusion of your internship. Students should consult with the internship host and faculty sponsor to identify an appropriate project.

1. Overview of Duties:

2. Independent Pre-Professional Project: