

Internships in Agricultural Economics

AAEC 3015

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Catalog Description

Preparation for a practical experience in a selected agricultural, resource, or governmental enterprise, which takes place under the direct supervision of an owner, manager, or supervisor. The course offers the student a broad management horizon on understanding the value and the process of setting goals and objectives, and provides methods for evaluating one's abilities, interests, and desires for making career-path choices.

Objectives

Upon successful completion of the course, the student will be able to:

- Identify goals and objectives, and assess various career opportunities within that framework;
- Develop a management calendar and plan of work;
- Apply knowledge and technical skills to actual job situations in a professional manner;
- Develop a record keeping system for effective time management;
- Exhibit high standards of work and ethical behavior in the workplace;
- Analyze the functions of management (planning, organizing, directing, and controlling) within a working business;
- Apply the process of project management and coordination;
- Define personnel, marketing, physical distribution, or technological problems occurring in the workplace; and
- Apply the problem-solving process to an identified issue in the workplace.

Texts & Special Aids

Required Text:

Kaser, Ken, John R. Brooks, Jr., and Kellye Brooks. Making the Most of Your Internship. Thomson South-Western. 2007.

Teaching Aids:

Agricultural & Applied Economics Internship Handbook

- Participant Expectations: student, supervisor, faculty
- Internship Agreement
- Guidelines for the Host Supervisor
- Intern Activity Report
- Employer's Evaluation of Student

Log Book

Grading

Class participation	30%
Assignments	70%

Main Topics

Self-assessment
Cover letters and resume
Setting yourself apart
How to focus your search
Job descriptions, updated cover letter & resume
Mock interviews
Internship selection & final planning
Internship specific goals
Expectations in the work environment & ethics, professionalism
Expectations for fall

1/29 No class
2/13 No class, attend *Internship Job Fair* on 2/13 (tentative date)
There is another job fair – actual dates TBA