



# **Department of Animal Sciences & Industry Internship Program**

## **Department of Animal Sciences and Industry**

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## **I. Objectives and Student Learning Outcomes**

An internship is a focused, career-related, hands-on work experience designed to provide a student insight into practical application of knowledge and skills in their program of study.

### **Objectives**

The Animal Sciences & Industry Internship Program will provide a system by which students can:

- ✓ Gain practical work experience in the field of animal science and related industries
- ✓ Clarify educational and career goals
- ✓ Advance ability to function in a professional manner in the workplace
- ✓ Improve oral and written communication skills
- ✓ Experience personal growth and enhance self-awareness

### **Student Learning Outcomes**

Upon completion of an internship and ASI 599 – Animal Sciences & Industry Internship or ASI 598 – Biosciences Internship in Animal Sciences students will be able to:

- ✓ Describe personal career goals
- ✓ Effectively communicate in oral and written form
- ✓ Conduct a self-evaluation of their strengths and weaknesses in a professional setting
- ✓ Identify and articulate personal and professional skills needed to succeed in a chosen career

## **II. Role of Internship Mentor**

- ✓ Provide meaningful and varied work responsibilities and experiences to help the student learn and grow
- ✓ Provide appropriate training and supervision to maximize safety and opportunity for success
- ✓ Mentor and guide the student during their experience
- ✓ Offer constructive feedback and the opportunity to grow and improve
- ✓ Complete one or more evaluations of the intern's performance and personal attributes during the internship
- ✓ Discuss the evaluation with the intern before completion of the internship
- ✓ Communicate with the Kansas State University Department of Animal Sciences & Industry Internship Coordinator, Dr. Karol Fike (karol@ksu.edu or 785.532.1104) regarding any concerns, questions, or suggestions you have about the intern or internship program

### III. Continued Student Status

Continued student status provides eligibility for enrollment benefits that are typically associated with fall/spring semester internships. Continued student status is only available with enrollment in an approved departmental internship course (ASI 598/599) or the LEAD 399 internship course.

- ✓ Benefits
  - Deferring student loans
  - Continuing eligibility for scholarships and financial aid upon return to campus
  - Continued eligibility for health care coverage
  - Using the health center, rec services, and your student ID (w/ paying student fees)
  - Maintaining eID for enrollment purposes and email access
  - Documenting internship experiences on a transcript
- ✓ K-State Career Center
  - Search <https://www.k-state.edu/careercenter/>
  - Meet with advising staff and (or) search their site for available opportunities
- ✓ Student Requirements for continued student status
  - Enrollment in an approved departmental (ASI 598 or 599) or LEAD 399 internship course for academic credit
  - Current enrollment as a K-State Student
  - Minimum cumulative GPA of 2.0
  - Completion of 12 credit hours at Kansas State University
- ✓ Student Request Process for continued student status
  - Enroll in an approved departmental (ASI 598 or 599) or LEAD 399 internship class Complete the online request form at <https://www.k-state.edu/careercenter/students/jobs/continuedstudentstatus.html> by the first day of the academic semester for the internship

This may be a beneficial program for you depending upon the length and timing of your internship experience. This program is separate from the expectations and requirements of completing an internship experience for university credit via enrollment in ASI 598/599 or LEAD 399.

#### IV. Resources to Identify Internship Opportunities

Resources to help you identify existing or cultivate new internship opportunities that will help you achieve your educational goals include:

- ✓ Your academic advisor
  - Discuss your interests with your advisor
  - Ask he/she for contacts related to your area of interest
- ✓ Dr. Karol Fike – Animal Sciences Internship Coordinator
  - Set up an appointment with Dr. Fike to discuss your interests and to gather possible internship contacts. Contact at [karol@ksu.edu](mailto:karol@ksu.edu); 241 Weber Hall; 532.1104
- ✓ K-State Career Center
  - Search <https://www.k-state.edu/careercenter/>
  - Meet with advising staff and (or) search their site for available opportunities
- ✓ K-State Canvas – “Animal Sciences and Industry Job and Internship Resources” Link
  - Descriptions and contact information of available opportunities are provided here. Internship presentations of students who completed ASI 599 – Animal Science and Industry Internship are posted here as well.
- ✓ Animal Sciences and Industry student list serve emails
  - Our Department regularly sends emails regarding potential internship opportunities to ASI students, so read your emails!

***Although most employers and organizations offering internships are reputable and reliable, Kansas State University does not guarantee the reputation or professional standing of those posting notices. Potential applicants are encouraged and advised to conduct due diligence and research potential employers and internship opportunities presented in the aforementioned venues and elsewhere.***

## V. Academic Credit – Registration for ASI 598/599

Instructor permission (Dr. Fike) is required for enrollment for ASI 598/599. Permission to enroll will be contingent upon the following:

- ✓ The internship involves work related to food animal, companion animal, exotic animal, and (or) wildlife production/management and (or) allied industries (ie. nutrition, health, research, food product, etc.).
  - Equine Science, Beef Cattle Feedlot Management, and Beef Cattle Ranch Management Certificates - If ASI 598/599 credit is intended to count toward one of these certificate programs, then the internship should be equine, beef feedlot, or beef cow/calf-related, respectively
  - Animal Products Option- If ASI 598/599 credit is intended to count toward ASI elective credit in the ASI Animal Products curriculum option, then the internship should consist of work experiences in an animal products-related field (ie. Product development, quality assurance, research, etc.)
  - Biosciences/Biotechnology Option - If internship credit is intended to count within the Biosciences/Biotechnology block in this curriculum option, then the internship should consist of work experiences in an biosciences/biotechnology-related field in which the student is learning or practicing laboratory techniques and (or) research methodology related to life sciences. In this case, enrollment will be in ASI 598 (Biosciences internship), not ASI 599.
- ✓ The internship consists of significantly new and different expectations and responsibilities from what the student has gained in previous work or volunteer experiences.
- ✓ The internship mentor is not related to the student.
- ✓ The internship work experience consists of a minimum of 160 paid work or volunteer hours.
  - 1 credit hour = 160 work hours (~ 1 month full-time)
  - 2 credit hours = 320 work hours (~ 2 months full-time)
  - 3 credit hours = 480 work hours (~ 3 months full-time)
  - Up to maximum 6 credit hours per course enrollment
- ✓ The **Internship Proposal** and **Internship Agreement Form** have been submitted to and approved by the ASI 598/599 instructor (Dr. Fike).

## **VI. Internship Proposal**

Develop and submit your **Internship Proposal** and **Internship Agreement Form** (see following pages) to Dr. Karol Fike for approval (241 Weber; karol@ksu.edu) **at least 2 weeks before** the start of your internship.

### ***INTERNSHIP PROPOSAL & AGREEMENT FORM***

***The proposal should be developed in coordination and communication with your internship mentor and the final draft shared with the mentor before submitting to Dr. Fike. Signature of the Internship Agreement Form by the intern, internship mentor, and K-State internship coordinator indicates agreement with the expectations and responsibilities outlined in the proposal.***

There are not specific length requirements for the proposal. Address each point thoroughly and with detail. Your proposal should be free of grammar, spelling and punctuation errors. The proposal should be typed and formatted so as to address each of the items outlined on the following page.



## ***INTERNSHIP PROPOSAL***

- ✓ Overview of company, organization, individual with whom you will be working
  - Mission statement or description – Who are you working for and what is the nature of their business? What is the size (ie. Employees? Livestock numbers?, etc.) and scope (Business units? Income source?) of the business?
  - Describe the products and (or) services produced and provided
  - Provide name, title, contact (email and phone) information, and description of job responsibilities of your internship mentor (immediate supervisor)
- ✓ Have you worked for this company or organization before? If so, in what capacity?
- ✓ Reasons for interest in this internship at this time
  - What are your career goals?
  - How does this internship align with your career goals?
  - Why are you pursuing this internship experience?
  - Describe specific new skills, knowledge, and insight you expect to gain from this experience
- ✓ Expected responsibilities as agreed upon between yourself and employer
  - Describe your specific role/responsibilities during the internship.
  - What will your daily schedule be? Will it vary from week to week? If so, how?
  - Describe when and how you will be trained/oriented to the duties/responsibilities of your position.
- ✓ Work dates and hours ASI 599/598 credit hours are determined based on internship work hours (ie. 1 month full-time = ~160 hours = 1 credit; 3 months full-time = 3 credits)
  - Identify starting and ending dates of internship
  - Is this a full-time or part-time position?
  - What are your actual work hours in days/week and hours/day?
- ✓ Housing and compensation
  - Is housing provided? Describe resources you will use to assess housing options.
  - Is this a paid or volunteer internship? If paid, what is the compensation (ie. \$XX/hour or month)?
  - Describe any other forms of compensation such as vehicle use, meals, educational trips, utilities, etc..
- ✓ Evaluation of performance
  - Is there a formal evaluation process by the employer? If so, please describe. If not, describe when, how often, and in what format you will receive feedback/evaluation of your work and experiences?
  - At minimum, the mentor should complete and submit to Dr. Fike an "Intern Evaluation" provided via email link and discuss with the intern **before conclusion** of the internship.

## **VII. Internship Agreement Form**

Develop and submit your **Internship Agreement Form** along with the **Internship Proposal** to Dr. Karol Fike for approval (241 Weber; karol@ksu.edu) at least 2 weeks before the start of your internship.

Internship experiences will not retroactively be approved for credit. Completion of your internship for credit requires completion, submission and approval (by ASI 598/599 instructor) of an Internship Proposal and Internship Agreement Form BEFORE beginning the internship experience. Following the internship experience, you are required to submit a mentor's evaluation of you and will also present your internship experience to peers in a venue organized by the ASI 598/599 instructor

Refer to the Internship Agreement Form on the following page. A PDF file of the form is available on the K-State Online Job and Internship Resources page or from Dr. Fike.

### ASI 598 & 599 Internship Agreement

The student intern is to develop an internship proposal in communication with the individual who will mentor and supervise the intern at the business/organization. Signature of this agreement form by the intern, mentor and Departmental Internship Coordinator indicates all have read and agree to what is described in the proposal.

#### Student Intern Information

Student Name \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Internship Address \_\_\_\_\_ City \_\_\_\_\_  
Email \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### Internship Mentor Information

Organization Name \_\_\_\_\_  
Mentor Name and Title \_\_\_\_\_  
Mentor Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Mentor Phone \_\_\_\_\_ Email \_\_\_\_\_  
Have you worked for this mentor/organization previously? Yes ☐ No ☐

#### Position Information

Position Title \_\_\_\_\_ Dates of Internship \_\_\_\_\_ to \_\_\_\_\_

Position Duties

Daily hours of work \_\_\_\_\_ Days per week \_\_\_\_\_ Total hours for Internship \_\_\_\_\_ Volunteer ☐ Paid ☐

If paid, wages/salary \_\_\_\_\_ Any Additional compensation? \_\_\_\_\_

The undersigned agree to conform to this agreement and provide two weeks' notice to all three parties before termination of said agreement. Signature of mentor and intern indicates internship proposal has been read and discussed with each other.

\_\_\_\_\_  
Approved by Internship Mentor

Date

\_\_\_\_\_  
Approved by Student Intern

Date

\_\_\_\_\_  
Approved by Departmental Internship Coordinator

Date

Return form and internship proposal signed by mentor & intern to Dr. Karol Fike, KSU, Animal Sciences & Industry, 785-532-1104, 241 Weber Hall, Manhattan, KS 66506 or karol@ksu.edu. Students should retain copies of the signed form for their records. Completed form and proposal is ***DUE 2 weeks minimum*** prior to beginning internship.

## VIII. Internship Oral Presentation

Following your internship experience and during the semester in which you are enrolled in ASI 598/599, you are expected to present a summary your internship experience. Following is an outline of expectations regarding completion of your presentation.

### ✓ Presentation content

- Who did you work with? Describe employer's business, history, and major competitors. First slide must include: Name of employer/business, internship location, intern position title, start and end dates of internship and work hours, and your name
- Reasons why you pursued this internship. Why THIS internship and why NOW? What did you hope learn/gain from this experience?
- Describe your internship position and nature of responsibilities and experiences
- Provide name and title of your internship mentor (immediate supervisor) and his/her job responsibilities
- Describe how you learned about the position and came to be hired as an intern
- Provide internship start and end dates, work hours and pay/benefits
- Describe the benefits of and challenges associated with the internship experience
- Describe what's next in your life and how the internship has affected future career plans

### ✓ Length

- 10-14 minute presentation; 3-5 minutes for questions

### ✓ Venue

- You will be presenting to your internship experience to fellow students, faculty, and (or) staff in the Department of Animal Sciences & Industry
- Example venues may include sections of ASI 101 – Foundations in Animal Science, Departmental Internship Forum (1-2 days in October), or student organizations such as Block and Bridle Club.

### ✓ Visual Aids

- Microsoft PowerPoint presentation
- Should include combination of text, pictures, video clips, and (or) other images relevant to content of presentation

### ✓ Attire

- You are expected to wear business casual attire for your presentation (ie. Slacks, skirt, dress shirt, blouse, sweater, clean shoes or boots, etc.).
- Shorts, jeans, t-shirts, tennis shoes, and flip flops are not considered to be proper business casual attire

## **IX. Internship Oral Presentation Practice Session**

- ✓ Within 1-2 weeks before your final internship presentation you will be expected to participate in a presentation practice session with 1-3 other students enrolled in the class.
- ✓ You are expected to be fully prepared for the presentation and participate by not only giving your presentation but also by providing constructive feedback to other presenters.
- ✓ It should be evident that you have practiced your presentation prior to this practice session. All expected internship presentation content as outlined on the previous page should be addressed.

## **X. Interview Video Segment**

Following your internship experience and during the semester in which you are enrolled in ASI 598/599, you **may** be expected to participate in development of an Internship Interview Video Segment in coordination with Dr. Fike and students in Ag Communications who will interview you, capture the video, and edit the video clips.

- ✓ Internship Interview Video Segment Format
  - 5-10 minute session to capture 2-3 minutes of usable/edited video
  - Business casual dress required
  - Provide photos and video clips to instructor for use in the video segment
- ✓ Example questions used to guide the interview. Short answers are best, only 1-3 sentences
  - Could you tell me your name, major, year in school and where you are from?
  - With who and when was your internship? What was the position title?
  - How did you find out about the internship?
  - Why did you apply for this internship?
  - And what was the process like to get the position?
  - Can you tell me a little bit about what the company does?
  - As an intern, what was your project/s or responsibilities? What did a typical day look like?
  - What was your favorite thing about your internship?
  - How did this experience differ from other internships/jobs you have had?
  - What is something that you learned during your internship?
  - How has the internship added value to your education?
  - How will the experience affect your future career?
  - Why do you think it is important that students do internships?

## **XI. Mentor Evaluation of Intern**

An evaluation of your performance as an intern should be conducted by your mentor (immediate work supervisor) near the end of your internship experience. You are expected to facilitate (ie. Have discussion and request) the mentor to complete the evaluation. The evaluation questions will be sent to the mentor listed on the internship agreement form that you completed before the start of the internship. The evaluation questions are available through Kansas State University Qualtrics Survey System and can be accessed via an email link that I will send the mentor.

The student and internship mentor are expected to meet to discuss the evaluation contents.

The evaluation questions and format are provided on the following pages.

## **Animal Sciences & Industry Internship - Mentor Evaluation of Student Intern**

Internship Mentor,

Please take the time to evaluate the intern whom you mentored by comparing with others of similar academic level or equivalent job responsibilities. We strongly encourage you to discuss this evaluation with the student intern such that the intern understands his/her strengths and areas for improvement in a professional work environment.

Please contact me, Karol Fike, Department of Animal Sciences and Industry Internship Coordinator at Kansas State University should you have any concerns or feedback about the intern you would like to discuss personally. I can be reached at 785.532.1104 or karol@ksu.edu.

Mentor Name \_\_\_\_\_

Business/Organization Name \_\_\_\_\_

Name of intern for whom you are providing this evaluation \_\_\_\_\_

What was the intern's level of initiative and independence?

- ☐ self-starter; created opportunity
- ☐ could work independently; occasionally hesitated
- ☐ frequently required direction

How was the intern's written communication skills?

- ☐ expressed self and ideas clearly, concisely, and in high-quality fashion
- ☐ average; occasional errors in organization, word choice, grammar, spelling, and (or) punctuation
- ☐ poor quality; frequent errors that hinder effective communication

How was the intern's oral communication skills?

- ☐ expressed self and ideas clearly, concisely, and in high-quality fashion
- ☐ reserved or slow to respond; some difficulty in expressing self
- ☐ rarely communicated thoughts & ideas; difficult to understand thoughts/ideas

What was the intern's level of integrity and ethics?

- ☐ regularly practiced ethical decision-making and professional integrity with company/organization time & resources
- ☐ usually practiced ethical decision-making and professional integrity; required occasional reminder and guidance
- ☐ displayed unethical work practices & lacked professional integrity on more than one occasion



How dependable was the intern?

- ☐ strong sense of responsibility
- ☐ normally dependable; occasionally failed to meet expectations
- ☐ unpredictable and unreliable

How was the intern's attitude?

- ☐ positive and enthusiastic
- ☐ average interest
- ☐ frequently aloof and uninterested

How was the quality of the intern's relations with co-workers?

- ☐ worked well with others; well-respected
- ☐ somewhat cooperative and considerate of others
- ☐ often difficult and disagreeable

How was the intern's quality of work?

- ☐ high-quality; detail minded
- ☐ average quality
- ☐ content with errors

How were the intern's problem-solving skills?

- ☐ anticipates problems; develops logical solutions
- ☐ recognizes problems; finds solutions but they may lack basis
- ☐ difficulty identifying problems and (or) finding solutions

How was the intern's personal maturity?

- ☐ self-aware; very mature
- ☐ average
- ☐ immature

How was the intern's level of confidence?

- ☐ appropriately self-confident
- ☐ overly confident; frequently arrogant
- ☐ lacked confidence

How was the intern's punctuality?

- ☐ always on time and ready to work
- ☐ occasionally late
- ☐ frequently late and unprepared

How was the intern's level of animal sciences & industry knowledge?

- ☐ outstanding
- ☐ average
- ☐ unsatisfactory

How would you rate the intern overall?

- ☐ outstanding; among top 10%
- ☐ very good; among top 25%
- ☐ average
- ☐ marginal
- ☐ unsatisfactory

Please comment on the intern's strengths.

Please comment on the areas in which the intern should strive to improve.

Please provide any additional comments that would be helpful for the intern and (or) the Department of Animal Sciences & Industry Internship Coordinator at Kansas State University to know.

Do you plan to discuss this evaluation with the intern?

- ☐ Yes
- ☐ No

Do you give Kansas State University Department of Animal Sciences and Industry Internship Coordinator, Dr. Karol Fike, permission to share this evaluation with the intern whom you supervised?

- ☐ Yes
- ☐ No

Thank you for taking time to complete this evaluation of the K-State Departmental of Animal Sciences & Industry student whom you mentored.

As you complete this survey, you will be automatically directed to a summary of your survey responses. Please print this to share and discuss with the intern your supervised and for your own records.

If you have suggestions or comments or I can be of help in any way in identifying future potential interns or employees, please call or email me, Karol Fike, at 785.532.1104 or karol@ksu.edu.

Thank you.

*Karol Fike*

Kansas State University  
Department of Animal Sciences & Industry  
Faculty member and Internship Coordinator

## **XII. Intern Checklist**

- ✓ Secure an animal science-related work or volunteer experience consisting of a minimum 160 hours and with significantly new/different experiences than previously gained
- ✓ Share this internship handbook with your internship mentor. Communicate what is expected of you to complete this internship experience for credit at Kansas State University.
- ✓ Discuss expectations with your internship mentor. Ask questions!
- ✓ Complete your Internship Proposal and Internship Agreement Form. Consult with your internship mentor in development of the proposal and completion of the Internship Agreement Form. Obtain signature from your internship mentor on the Internship Agreement Form. The signature indicates the mentor has read and is in agreement with information contained within the proposal.
- ✓ Submit Internship Proposal and Internship Agreement Form to the Departmental Internship Coordinator and ASI 598/599 instructor (Dr. Karol Fike) AT LEAST 2 weeks before the start of the internship.
- ✓ Register for ASI 598/599 for number of credit hours agreed upon between yourself and ASI 598/599 instructor before beginning your internship.
- ✓ Complete your internship experience.
- ✓ During your internship, take pictures and video clips that depict your experience and your employer and mentor. ASK PERMISSION OF YOUR EMPLOYER TO DO SO FIRST.
  - Examples: company sign/entrance; action shots of you working; video interview of your mentor describing their role/responsibilities
- ✓ Facilitate completion of your mentor's evaluation of you (Mentor Evaluation of Intern) toward end but before completion of the internship. Request a meeting with your mentor to discuss the evaluation.
- ✓ Participate in a presentation practice session and present your final internship experience to others in coordination with Dr. Fike.
- ✓ Complete internship video segment, if expected, in coordination with Dr. Fike.