
Occupational Internship



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Handbook

Revised December, 2005

INTRODUCTION

This handbook was developed for use by students and employers as they participate in The Ohio State University's Agricultural Technical Institute (Ohio State ATI) Occupational Internship program. It is intended to improve communications and understanding of expectations between the employer, student, Internship Instructor and Technology Coordinator.

This handbook outlines the general guidelines, policies, and procedures of the internship program. More specific internship requirements for each academic program will be outlined in the course syllabus provided by the Technology Coordinator or Internship Instructor.

This handbook was originally developed by James L. Wilson, who reviewed similar documents from Michigan State University, University of Minnesota-Waseca, and other Ohio State University publications. This edition was reviewed by several Technology Coordinators who provided ideas for this general handbook.

Steven M. Neal
Associate Director

WHAT IS OCCUPATIONAL INTERNSHIP?

Every student of the Ohio State University's Agricultural Technical Institute (Ohio State ATI) who pursues an Associate of Applied Science degree is required to complete a program of general studies and technical studies including a supervised Occupational Internship.

Occupational Internship is a paid work experience supervised by an industry employer and coordinated by the Technology Coordinator. Internship enables students to put into practice the skills, techniques and knowledge that are important for success in industry.

In order to receive credit for the Internship, the student must:

- Be enrolled in a T290 internship course and pay fees;
- Work the minimum number of clock hours required by the particular technology (as a general rule a minimum of 400 hours of work over a 10 week period are required for one quarter of internship);
- Meet the work quality standards of the employer;
- Successfully complete all assignments from the Internship Instructor; and
- Earn a C (2.00) or better to apply credit toward the graduation requirements.

OBJECTIVES OF THE OCCUPATIONAL INTERNSHIP

The objectives of the internship experience are to provide students with opportunities to:

- Learn about expectations in the occupation of their choice through realistic work experience.
- Test occupational career goals.
- Develop a more mature attitude toward their academic preparation.
- Relate classroom instruction to their occupational goals.
- Experience situations that cannot be provided in the classroom.
- Operate equipment which may not be available in the Ohio State ATI laboratories.
- Acquire experiences gained through actual business/customer and employer/employee relationships.
- Develop personal qualities such as neatness, politeness, courtesy, and concern for colleagues and clientele with whom they are working.
- Develop skills (i.e. a resume, interview, etc.) related to the process of gaining employment.

OCCUPATIONAL INTERNSHIP PROGRAM IMPLEMENTATION AND EVALUATION

- The student determines which area of specialization within the particular industry he/she would like to participate. This decision is aided by discussions with the Technology Coordinator and Academic Advisor.
- The student develops a resume and a letter of application to be used in the initial contact with prospective employers. Names and addresses of prospective employers are available from technology coordinators or through students seeking their own employment. Generally, students are not allowed to complete their internship with employers for whom they have worked before (including home and family operations).
- The student interviews with prospective employers who respond to the initial inquiry.
- The final employer selection is approved by the Internship Instructor through the "Internship Agreement" form.
- The student registers for the T290 course and pays fees for the internship quarter(s).
- The student intern submits the required reports according to the schedule provided by the Internship Instructor.
- The Internship Instructor conducts an on-site visitation to review the work experience, progress on skill development, and any concerns of the student and/or employer. For interns in out-of-state employment, this review may be via a phone conference rather than an on-site visit.
- The employer submits the "Internship Evaluation Report" forms as requested by the Internship Instructor.

GRADING GUIDELINES

Grades are the "payment" for academic performance. As such, they are based on a variety of factors including, but not limited to, work attitudes and performance, employee/employer relationships, and timeliness and thoroughness of required reports. Grades are determined by the Ohio State ATI Internship Instructor with input from the employer. The following criteria are to serve as general guidelines for determining final grades:

- A** = Student intern continuously performs in an outstanding manner. The performance frequently exceeds expectations; all reports are complete with a rating of excellent and submitted as required; this individual is potentially an exceptional employee.
- B** = Student intern continuously performs as expected. The performance often exceeds expectations; all reports are complete with a rating of good and submitted as required; this individual is potentially a desirable employee.
- C** = Student intern continuously performs as expected. The performance has areas of concern as well as commendation; most reports are complete with a rating of average and submitted as required; this individual is potentially an acceptable employee.
- D** = Student intern frequently performs below expectations. The performance requires improvement in most areas; reports are generally incomplete and/or late; this individual would not be rehired as a regular employee.
- E** = Student intern performs below expectations; the performance is not acceptable; reports are incomplete and/or not submitted; the intern may be terminated due to poor performance.

INTERNSHIP RESPONSIBILITIES

The **student intern** is responsible for:

- finding an appropriate occupational internship job;
- completing the Internship Agreement before beginning the job;
- performing duties as described in the Internship Agreement and/or as assigned by the employer (Note: A minimum of 400 hours are required for full credit for the quarter; however, work quality is of equal importance to time on the job.);
- attending regular, formal conferences at a time convenient to all parties to discuss current progress and future work assignments;
- submitting the tenth day report; and
- submitting the internship reports as assigned by the Internship Instructor.

The **employer** is responsible for:

- providing the intern with a variety of industry related work experiences;
- conducting formal conferences (preferably weekly) at a time convenient to the employer and the intern to discuss current performance, progress and future work assignments (Note: This is extremely important to the employer and the intern so that both understand assignments, expectations and concerns.);
- submitting the employer evaluation form regularly as requested by the Internship Instructor (Note: These evaluations will be incorporated into the final grade by the Internship Instructor.); and

(For in-state interns) – meeting with the Internship Instructor for an internship evaluation at least once per quarter.

OR

(For out-of-state interns) – this evaluation meeting usually occurs via a phone call.

The **Ohio State ATI Internship Instructor** is responsible for:

- assisting the student as appropriate in seeking internship employment;
- providing an outline of expectations and the basis for grading the internship experience;
- conducting a mid-internship review/conference to evaluate performance and progress (Note: For in-state interns, this is an on-site visit; for out-of-state interns this is a phone conference.);
- attempting to mediate any disputes between the intern and employer; and
- evaluating the internship experience by considering the following and other appropriate factors:
 1. Internship Agreement is on file before work begins.
 2. Tenth Day report is filed on time.
 3. Activity reports are submitted as assigned.
 4. Employer evaluations of the intern's performance.
 5. Visitation/performance evaluation.
 6. Internship term papers and reports.