

# COLLEGE OF AGRICULTURE INTERNSHIP APPLICATION

Submit application two weeks before the beginning of the semester or by the required due date

## PLEASE TYPE APPLICATION

In order to have an internship count for college credit, students must meet the following criteria

- Sophomore (30+ hours) or higher standing (*12 hours or more of A-State credit if a transfer student*)
- Overall GPA of a 2.5 or higher
- Be employable (*international students must have a valid work permit*)
- Obtain approval from the Internship Committee

The Internship Committee carefully considers each application based on the criteria stated above, the value of the experience and the quality of the application. Applications must show evidence that the internship will be a novel learning experience for the student. Past work experience cannot be applied towards internship credit. If you do not meet the minimum qualifications, you may submit a letter to the committee requesting special consideration.

Student Name: \_\_\_\_\_  
*Last First A-State Student ID Number*

Mailing Address: \_\_\_\_\_  
*Street City State/ Zip Phone Number*

A-State Student Email: \_\_\_\_\_ Classification: \_\_\_\_\_

Major: \_\_\_\_\_ Emphasis: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Emergency Contact Information: \_\_\_\_\_  
*Name Phone Number Relationship*

### Internship Information

Company/ Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Company Address: \_\_\_\_\_  
*Street City State/ Zip Phone number*

Supervisor: \_\_\_\_\_  
*Job Title Phone number Email Address*

Have you been hired: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Work Dates: \_\_\_\_\_ to \_\_\_\_\_ Hours worked per week? \_\_\_\_\_  
*Start End*

How many hours of credit are you seeking for this internship:

\_\_\_\_\_ 50-150 hours of work time for 1 hour of credit

\_\_\_\_\_ 151-300 hours of work time for 2 hours of credit

\_\_\_\_\_ 301-450+ hours of work time for 3 hours of credit\*

*\*In special cases, more than 3 hours of credit may be approved by the CoA Internship Committee.*

Have you already had an internship at A-State or another college/university? Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE:** A second internship for college credit, must be VERY different from the first.

Have you reviewed the College of Agriculture requirements for receiving credit for internships? Yes \_\_\_\_\_ No \_\_\_\_\_

Will this be a paid or non-paid internship? Paid \_\_\_\_\_ Unpaid \_\_\_\_\_

## Learning Objectives

Students are required to identify learning objectives for their internship experience. These objectives must be specific, measurable, and within one's ability to accomplish. Objectives should be reviewed and agreed upon with your employer/ work supervisor prior to submitting them with this application. Objectives should be listed as full sentences. There must be 4 objectives for 1 hour of credit, 8 objectives for 2 hours of credit, and 12 objectives for 3 hours of credit.

### Example Objectives

1. Learn to recognize pest damage in cotton and soybeans and identify probable cause
2. Record and analyze records using Microsoft Excel and Access software applications.
3. Calibrate, operate, and clean pesticide application equipment.

### Please attach the following with your application

- A current resume
- A cover letter, 1 page max, outlining the following:
  - Your career and educational goals
  - How this internship will assist in reaching your goals
  - The nature of your position and what your responsibilities will be
- A list of learning objectives- 4 objectives for 1 hour of credit, 8 objectives for 2 hours of credit, and 12 objectives for 3 hours of credit.

**NOTE:** All internship agreements are subject to the final approval of the Internship Committee and the Associate Dean of the College of Agriculture. The committee understands that your responsibilities may change during the duration of the internship and accomplishing some of these objectives may not be possible and other objectives may need to be added. If this is the case please explain any changes to your objectives in your biweekly reports. Otherwise you will be expected to accomplish the stated objectives. A student should talk to their advisor to assist in locating a faculty supervisor. **You need signatures from your employee supervisor and faculty supervisor** prior to submitting the application to your advisor for their signature. Be sure to have those signatures before submitting the application to the Internship committee.

### SIGNATURES:

Student: _____	Date: _____
Employer/ Supervisor: _____	Date: _____
Faculty Supervisor: _____	Date: _____
Advisor: _____	Date: _____
Internship Committee Chair: _____	Date: _____
Associate Dean, College of Agriculture: _____	Date: _____

Return Application to Ag 219 or mail to the address below:

The College of Agriculture Internship Program  
Arkansas State University  
P.O. Box 1080  
State University, AR 72467

**\*\*Once your application has been approved by the Internship committee, registration information will be provided to you. Remember this is a course for college credit, and you will be required to pay for the credit hours according to university tuition standards.**