

**ANSC 396 Field Experience Animal and
Equine Science Internship**

1-5 credits

(Department of Animal Sciences [Website](#)) (Department of
Animal Sciences Internship [GoogleSite](#))

Internship Coordinator:

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Office Hours: By appointment. Students can set up an appointment through the Navigate calendar function.

Course Credits: *(Variable)*

Credits are given based on time devoted to the internship. As a guideline, **1 credit hour involves at least 100 hours of work**. Full-time summer internships are generally awarded 3 credit hours and full-time semester-long internships are generally awarded 5 credits.

Course Description:

Field-oriented supervised learning activities outside the college classroom that include a pre-planned assessment. Registration during the term the experience is conducted, and post evaluation with the instructor. Course may be repeated.

Course Objectives:

1. Involve the animal industry in the education of future animal scientists.
2. Allow students to develop the best on-campus/off-campus educational program for their interests.
3. Aid students in making career decisions.
4. Join the efforts of students, faculty, and cooperators in understanding the needs of one another.

Examinations and Grading (Performance Standards and Evaluation Procedures):

The course is letter-graded and based on the quality and completion of:

- a final report
- completion of a public presentation following your internship
- completion of weekly journals
- an evaluation by your internship provider

Specifically,

- Final report = 20 pts.
- Public presentation = 40 pts.
- Resume = 20 pts.
- Weekly journal = 10 pts.
- Employer evaluation = 10 pts.

Grading is based on a scale where 90 points or greater = "A", 80-89 points = "B", and 70-79 points = "C". **If less than 70 points are earned, the student has not satisfied the requirement for an internship and a grade of "F" will be assigned.**

1. Student Employer Agreement Form

This form can be found on the internship webpage. **Form must be completed before you begin work at your internship and prior to enrolling in the ANSC 396 course.*

2. Completion of Weekly Journal Entries

Journal entries will be completed a minimum of once per week. The student will write a description of the work completed and reflections about what they have learned or what skills they have obtained. The journal does not require great detail but should be complete. These journal entries will help with writing the final report. After completing the internship, the journal must be turned in via Blackboard in the designated assignment area.

Grades will be based on the completeness of the journal, including making weekly entries, and complete descriptions of tasks and work done.

3. Final Report

Your written report should contain the following sections and information within those sections. This report will be submitted via Blackboard by the day you give your presentation.

The following guidelines have been developed to help you organize your final internship report, the oral presentation, and your weekly journal entries.

Operation Information - 15%

- Background sketch of the organization
 - Location
 - Nature of business (for example, products, services, markets, farm or ranching business, or Research Extension Center)
 - Resources such as land, equipment, personnel, capital
- Your place in the business
 - Your specific tasks, duties, your supervisor
 - Routine (typical daily activities)

Technical aspects of the company - 45%

This section should describe the workings of the employer and your evaluation of the employer. Describe the general workings of the operation and your evaluation of their effectiveness.

- Could any procedures or practices be improved or otherwise simplified to improve effectiveness, improve profitability, save time, or otherwise changed?
- Is there any employee training or educational opportunities provided by the employer? Do you think these opportunities, if they existed, could be improved?
- Did you observe any innovative or unusual practices that impressed you, negatively, or positively?
- Was there any interest in developing new techniques or practices by the employer to improve their efficiency?

- Describe organizational policies and objectives.
- Describe the relationship between all employees and management.
- Describe daily scheduling and organization and ways that you think they maybe improved or altered.
- What did the employer use as measures of success or progress?

Attainment of Internship Objectives – 20%

- Describe the value of your work experience
- Did any ideas you had about this line of work change during your experience?
- Did your confidence increase regarding your abilities in this area?
- Was the internship valuable to you personally? Describe how.
- Would you enjoy full-time employment with the company?
- What could you have done to better prepare for the internship?
- Have your future plans been changed by your experience with the internship?

Format and Report Quality – 20%

- Include a title page at the beginning of your report that includes your name, year in school, and internship employer (company name).
- Your report must be double-spaced.
- Page length will vary – be sure to cover all the following information in your report. It *should* take you **at least** 4 pages to cover all the required information.
- Proper sentence structure, grammar, spelling, and formatting are required.

4. Public Presentation Guidelines

Where and When?

Students completing internship credit in the fall semester will present their oral report to students during one of the ANSC Student Success courses, an internship poster event, or a seminar series organized by the Department of Animal Sciences. You will be notified of the presentation type and schedule at the beginning of the fall semester. It will typically be in October or November. You are encouraged to invite your advisor and your employer, if feasible, to your presentation.

Students enrolled for internship credit during the spring semester will present their internship in the form of a PowerPoint presentation to students and faculty in the Animal Sciences department via a virtual internship seminar series. Dates and times will be determined at the beginning of the semester.

What?

Students will prepare their presentation in a poster format *or* as a PowerPoint presentation (refer to the information above). Both the poster and PowerPoint presentation should include:

1. Title
2. Introduction/Information Section:
 - a. Your name and internship position
 - b. Company name and internship location
 - c. Internship dates
 - d. Describe how you had secured your internship position
3. Identify your employer, their business, and history
 - a. Identify your supervisor and describe their responsibilities
4. Provide your job description (in your own words)

- a. Describe skills needed- both performance and interpersonal (i.e., observing, speaking, listening)
 - b. Main tasks and duties performed
5. Describe your expectations and what you actually learned
 - a. Describe communication between you and your boss
 - b. Describe skills learned and enjoyable experiences
 - c. Describe a situation or challenge you encountered
 6. Describe the professional benefits of the internship
 - a. Has the internship affected your career goals (positive or negative)?
 7. **Include pictures from your internship**

Poster Guidelines: Poster format and guidelines can be found in the “How to Create Your Internship Poster” document on the internship website, and additional directions can be [found here](#).

Poster Dimensions: **35”x 35”**

Cost: The cost for printing your poster is \$20-\$30 depending on the printing venue and design.

Where to print:

1. IT help desk: Quentin Burdick Building room 150.
*They only accept payment in the form of Bison Bucks on your student ID.
2. Memorial Union Design and Sign
3. Any printing venue off campus, as long as dimensions and criteria are met

*Students are **required to submit an electronic copy of their poster or presentation** to the internship coordinator for posting on our internship web page.

Attire: Dress will be business casual for your internship presentation. This does not include shorts, blue jeans or t-shirts. If you are uncertain what counts as business casual, please refer to this NDSU Career Center Website: <https://career.ndsu.edu/dress-to-impress/>.

5. Internship Employer Evaluation

Your internship provider will evaluate your performance in the following areas: relationships with others, attitude, judgment, dependability, initiative, quantity and quality of work, attendance, and punctuality.

6. Update/Create your Resume

You will update (or create) a resume that encompasses your following (pre)-professional attributes.

- a. Education (Degrees/emphasis, minor(s) if applicable, optional relevant course work)
- b. Work Experience (Previous/current employment, internship(s))
- c. Leadership/Volunteer Experience (May include student/professional organizations)
- d. *Optional:* Awards, certifications, skills, etc.

Resumes will be comprehensively evaluated based on style, balance, and grammar. *Resume resources and support are available through NDSU Career & Advising Center.* <https://career-advising.ndsu.edu/resumes/>

Required Student Resources: See <http://www.ag.ndsu.edu/ansc/students/internships> for complete internship information.

Blackboard: Blackboard will be used for notifications and announcements for this course. Materials and internship requirements can also be found at: <http://www.ag.ndsu.edu/ansc/students/internships>

Attendance Policy: Not applicable

Academic Honesty

The academic community is operated on the basis of honesty, integrity, and fair play. [NDSU Policy 335: Code of Academic Responsibility and Conduct](#) applies to cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context. Students found guilty of academic misconduct are subject to penalties, up to and possibly including suspension and/or expulsion. Student academic misconduct records are maintained by the [Office of Registration and Records](#). Informational resources about academic honesty for students and instructional staff members can be found at www.ndsu.edu/academichonesty.

Students with special requirements

Any students with disabilities who need accommodations in this course are invited to share these concerns or requests with the instructor and contact the [Center for Accessibility and Disability Resources](#) as soon as possible.

Veterans and military personnel

Veterans or military personnel with special circumstances or who are activated are encouraged to notify the instructor as early as possible and are encouraged to provide Activation Orders.

Family Educational Rights and Privacy Act (FERPA)

Your personally identifiable information and educational records as they relate to this course are subject to [FERPA](#).

Important Dates (Full NDSU dates/deadlines can be found [here](#))

Jan 1	Mon	HOLIDAY — New Year's Day (offices closed)	Jan 8
	Mon	Classes begin at 4:00 p.m.	
Jan 9	Tue	First full day of classes	
Jan 15	Mon	HOLIDAY — Martin Luther King, Jr. Day (no classes, offices closed)	Jan 16
	Tue	Last day to be added to Campus Connection Wait Lists	
Jan 18	Thu	Last day to Add classes via Campus Connection* Permit needed after this date.	
Jan 18	Thu	Last day for no-record Drop of classes @ 100% refund*(full semester classes only)	Jan 18
	Thu	Last day to Withdraw to Zero Credits @ 100% refund*(full semester classes only)	Jan 24
	Wed	Payments due for NDSU account balances	
Jan 29	Mon	Last day to submit requests to Audit, Pass/Fail	
Feb 19	Mon	HOLIDAY — Presidents' Day (no classes, offices closed)	
Feb 19	Mon	Last day to Withdraw to Zero Credits @ 75% refund*full semester classes only)	Mar 4-8
	Mon-Fri	Spring Break Week (no classes, offices open)	
Mar 15	Fri	Late fee applied to unpaid account balances (11:59 p.m.)	
Mar 21	Thu	Last day to Withdraw to Zero Credits @ 50% refund*(full semester classes only) No refunds issued for withdraw to zero credits after this date.	
Mar 29-Apr 1	Fri-Mon	HOLIDAY -- Spring Recess (no classes, offices closed Friday, offices open Monday)	
Apr 5	Fri	Last day to Drop classes with 'W' record*	
Apr 5	Fri	Last day to Withdraw to Zero Credits for Spring	
Apr 15	Mon	Late fees applied to unpaid account balances (11:59 p.m.)	Apr 29-May 3
May 6-10	Mon-Fri	Final Examinations	Mon-Fri