



Keys to a Successful Internship Experience

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Webinar Logistics

- This call is being recorded and access to the listening file will be shared with you.
- A copy of the presentation will also be shared.
- When not participating in the dialogue, please mute your lines.
- Please do not place your line on hold (no matter how lovely your hold music may be)
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Roll Call





Centers of Excellence are flagship institutions that build and sustain Washington's competitive advantage through statewide leadership.



The Agriculture Center of Excellence is a hub that provides collaborative leadership in addressing the emerging workforce and economic development interests of rural, urban and related agriculture in Washington State.

The Agriculture Center of Excellence focuses on the agriculture industry and is built upon a reputation for fast, flexible, quality education and training programs.

CTC & Industry Relationship in Agriculture

- The link between the CTC system and industry is showing a slow, steady increase. Certain schools have strong relationships with industry and are maintaining those, but need to look at cultivating new ones.
- The system is meeting needs in terms of most skills, but not in numbers. More graduates are needed to keep up with the number of open positions.
 - 57,900 jobs/yr , 35,400 graduates/yr
 - Forbes, December 4, 2015
 - ACE Website Job Board: 150 current positions
 - Wide Geographic Representation

CTC & Industry Relationship in Agriculture

- Generally, agricultural occupations are well represented, though we have heard from industry that there may be some regional gaps.
 - Lack of animal science programs in areas with strong beef industry (Washington Cattlemen's Association)
 - Lack of recognition of agriculture as an excellent career choice at the high school level (particularly urban areas)
- The biggest issue is likely keeping up with technology, and creating or amending programs to fit the changes coming in agriculture as a whole.
 - Informing general public of the wide array of opportunities within the agricultural sector



Keys to a Successful Internship Experience

Expectation

The case of uncertainty, expectation is what is considered the most likely to happen. An expectation, which is a belief that is centered on the future, may or may not be realistic.

A less than desired result gives rise to the emotion of disappointment

Bill Griffith – Director, Agriculture Center of Excellence



Keys to a Successful Internship Experience

Knowledge is knowing a tomato is a fruit;
Wisdom is not putting it in a fruit salad.

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Keys to a Successful Internship Experience

Internship –

1. the state or condition of being an intern.
2. the period during which a person serves as an intern.
3. **any official or formal program** to provide practical experience for beginners in an occupation or profession.
4. any period of time during which a beginner acquires experience in an occupation, profession, or pursuit.

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Keys to a Successful Internship Experience

Internship – Employer - Planning

1. Thinking about your internship needs in advance is necessary for a successful internship program.
2. Things to consider include workload and the availability of intern projects, staff support, proposed learned skills, possible housing and financial resources.
3. You will want to do some research to determine how your organization can support interns and set appropriate goals.
4. Employers need to understand what is involved in hosting a intern.
5. The intern will invest \$ 3,200.00 - \$ 3,800.00 to work at your facility.

COOPERATIVE EDUCATION AGREEMENT APPLICATIONQuarter: Fall Winter Spring Summer Date: _____

Student's Name	Student Identification Number	Major	
Permanent Address	City, State	Phone	
Temporary Address	City, State	Phone	
Emergency Contact Person	Phone		
has permission to register for and will receive _____ credits of Cooperative Education Work Experience upon successful completion of the written learning objectives with:			
Name of Company/Agency	Supervisor at work site	Phone	
Address	City, State	Zip	Email Address
Type of Co-op Experience: _____			
Work Schedule: _____			
Wages: \$ _____ (per Hour, Month, Qtr.?) <small>Circle One</small>		Schedule Hours: _____ (per Week, Month, or Qtr.?) <small>Circle One</small>	
Approved By: _____	Instructor	Program	Phone

PERSONAL DATA: (Optional)

Ethnic Origin: _____ Asian American	Date of Birth _____
_____ Black American	High School Graduation Date _____
_____ American Indian	Do you have transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____ Hispanic	Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____ White, other, unknown	Military Dates: Entered _____ Released _____
Handicapped? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female

"Walla Walla Community College supports equal employment and education opportunities regardless of race, religion, color, national origin, age, gender, veteran status, or disability in accordance with Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and any other applicable federal and Washington State laws against discrimination."

STUDENT: I agree to work as shown above to receive co-op credit. I will keep my co-op coordinator informed of any change in my work status. In compliance with the Federal Family Education Rights and Privacy Act of 1974 I authorize release of school records and other records maintained by the Cooperative Education office in connection with the Cooperative Education Work experience program. It is understood that such information will be discussed only with a potential employer, and that such employer will be enjoined from releasing this information to a third party.

EMPLOYER: I will employ the student as described in accordance with company rules and regulations. Although this is not intended to be a binding employment agreement, if any difficulty should arise I will contact the instructor and try to resolve the issue.

Student Signature	Employer Signature	Co-op Coordinator Signature
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COOPERATIVE EDUCATION JOB-RELATED LEARNING OBJECTIVES

Quarter: Fall Winter Spring Summer Date: _____

Student's Name _____ Company/Agency _____ Work Supervisor _____

LEARNING OBJECTIVES:	EVALUATION: <i>Employer checks at work completion date.</i>	
1. List tasks to be performed on the job or what you are planning to learn:	<small>Satisfactorily met objective</small>	<small>Has not yet met objective</small>
A. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
B. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
C. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
D. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
E. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
F. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
G. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
H. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
I. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
J. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
K. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
L. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
M. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>

Student Signature: _____ Employer Signature: _____



Keys to a Successful Internship Experience

Internship – Employer - Welcome

1. Just as you would a new full-time employee, it is very important that interns be provided with a warm introduction to your organization. Not only are interns new to your organization, in many cases, they are new to the turf management profession.
2. Before interns arrive, be sure to provide them with any necessary policies, procedures, parking and/or dress code information.
3. Acquaint them to their work space and environment by introducing them to co-workers. Interns should become familiar with your organization's communication process and chain of accountability.



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Internship – Employer - Supervision

1. Due to the training nature of an internship, it is imperative that interns are provided with sufficient supervision. .
2. Considerable time investment will be needed, especially on an ongoing basis, to implement and monitor necessary training.
3. It is also recommended that the supervisor plan ongoing weekly meetings to stay up-to-date with the intern's progress and to provide ongoing training. Use care in identifying a seasoned management staff member who "buys in" to the importance of utilizing interns. The person should realize that the purpose of an internship is two-fold. Interns will provide some useful assistance for the organization while also gaining on-the-job training that will assist them with their future career search.



Keys to a Successful Internship Experience

Internship – Employer - Meaningful Assignments

1. Employers are encouraged to know and remember the difference between a regular hire and an intern.
2. Students are seeking opportunities that will stimulate them and provide real experience. A good internship program will ensure the assignment of a variety of challenging projects and tasks.
3. Effective assignments are coupled with adequate supervision so as to provide an information resource and to ensure interns are keeping pace.
4. Whenever possible, try to include the intern in organization events such as staff meetings and allow opportunities for networking and informational interviewing with key personnel.



Keys to a Successful Internship Experience

Internship – Employer - Appropriate Documentation

1. It is strongly advisable that an employer and intern create mutually agreed upon learning objectives. Well documented learning objectives provide clear direction and targeted goals for the intern. This ensures both parties envision the same experience and reduces the possibility of misunderstanding and disappointment. Effective learning objectives are concise and measurable.
2. WWCC provides each employer with three (3) different forms for each intern.
 - a. Employment agreement form
 - b. Learning objectives form
 - c. Intern evaluation form

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F. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
G. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
H. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
I. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
J. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
K. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
L. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
M. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>

Student Signature: _____ Employer Signature: _____





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Internship – Employer - Evaluation

1. An internship can only be a true learning experience if constructive feedback is provided..
2. An effective evaluation will focus on the interns' learning objectives that were identified at the start of the internship.
3. Supervisors should take time to evaluate both a students positive accomplishments and weaknesses. If an intern was unable to meet their learning objectives, suggestions for improvement should be given. A self or employee evaluation to determine if the learning objectives were met can also be valuable.

Bill Griffith – Director, Agriculture Center of Excellence



Keys to a Successful Internship Experience

Do not argue with an idiot. He will drag you down to his level and beat you with experience.

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Internship – Student - Process

1. Students are required to secure their respective internship position. .
2. Students are employed and compensated by the respective employer and are subject to the employers direction and supervision.
3. Students must conform to the policies and practices of their employer and are subject to the employers disciplinary procedures.
4. Students are required to contact the internship coordinator regarding any areas of concern or problems.



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Internship – Student – WWCC Expectations

1. Students are encouraged to first show their commitment to the employer by exhibiting excellent work habits, punctuality and teach ability. .
2. Students are encouraged to ask questions, using time after work so as to not interrupt the management staff. Any questions regarding a specific assigned task should be asked at the time of the assignment.
3. Students are encouraged to remember that they have “two ears and one mouth” and to refrain from offering the management staff suggestions based on the benefit of their years of experience and knowledge.



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Internship – Student – WWCC Expectations

4. Students are required to inform the employer before accepting a position of any scheduling conflict regarding employment.
5. Students are required to give one months notice regarding the end of their employment time to the employer.
6. Students are required to take an additional internship seminar class during each quarter of their internship.
7. Students are required to notify the internship coordinator if they encounter any problems or have been subject to any disciplinary process by the employer. Failure to do so will result in a forfeiture of credits for the quarter. Students are visited by the internship coordinator to monitor the internship.



Keys to a Successful Internship Experience

Light travels faster than sound. This is why some people appear bright until you hear them speak.

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Keys to a Successful Internship Experience

Internship – What Has Worked Well

1. Tailoring the internship to the skill and experiential level of the student.
2. Regular meetings with the intern(s). This provides an excellent forum for communication, questions, improvement, correction and motivation.
3. A variety of experiences, including some exposure to the management and supervisory elements of the profession.
4. Ongoing communication!!!!!!!!!!

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Internship – What Has Not Worked Well

1. Lack of communication.
2. The intern is just another employee.
3. The intern gets good at a task and then is assigned the same task repeatedly in place of learning new skills.
4. The start of the internship is very good, but as the season progresses, it deteriorates.

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Keys to a Successful Internship Experience

A clear conscience is usually the sign of a
bad memory.

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Internship – What Will Make it Work Well

1. Be very **intentional** about having an intern. Make sure you are willing to invest the time and energy to provide a quality internship.
2. Make the internship formal and well planned, then follow the plan.
3. Involve others on your management team in the process, supervision, monitoring and evaluation of the internship.
4. Communicate very clearly, when looking for an intern, what the internship will include and what it won't.
5. Talk to the internship coordinator before the process to make sure there is a clear understand of expectations.



Keys to a Successful Internship Experience

A diplomat is someone who can tell you to go to hell in such a way that you will look forward to the trip.

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Discussion and Questions

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