

Introduction

This handbook was developed for use by students, advisors, and supervisors as they participate in the Equine Studies Department's Internship Program at Ohio University Southern.

This handbook is designed to give general guidelines, policies, and procedures for the internship program. However, all internships are intended to be a unique, tailored experience to meet the needs and goals of the individual student.

As you use this handbook, if you identify items that are unclear and/or absent, please contact Benjamin Daniels with your comments and suggestions for improvement.

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CHECKLIST OF INTERNSHIP PROGRAM ACTIVITIES

<u>ACTIVITY</u>	<u>TIME OF COMPLETION</u>
_____ Identify potential internship experiences <ul style="list-style-type: none"> • discuss options with your advisor 	
_____ Obtain an internship	
_____ Complete written internship proposal <ul style="list-style-type: none"> • discuss proposal with advisor for internship approval • discuss safety with supervisor and advisor 	4 weeks before internship start
_____ Complete Internship Agreement Form	4 weeks before internship start
_____ Consult with Advisor about Due Dates for Paperwork	Before internship begins
_____ Register for EQU 295	During or after internship
_____ Complete Internship Activity Report # 1	Fall – October Winter – February Spring – May Summer – July
_____ Complete Internship Activity Report # 2	10 th week of quarter when enrolled in EQU 295
_____ Meet with supervisor & internship advisor during internship (phone call or on-site visit)	halfway through internship
_____ Complete and review Intern Evaluation Report and Self-Evaluation Report with internship supervisor	before completion of internship
_____ Complete final written internship report and Power Point presentation	by Internship Forum
_____ Give presentation at Internship Forum	10 th week of quarter of internship

HOW TO GET YOUR INTERNSHIP SEARCH STARTED

1. Get started **NOW!** A successful internship search takes time, dedication, and persistence. Identify the experience you need
 - ⌚ Review internship handbook guidelines
 - ⌚ Type of employer
 - ⌚ Type of responsibilities/duties
 - ⌚ Location
 - ⌚ Dates
 - ⌚ Paid/Unpaid
 - ⌚ Time commitment/week

2. **ACTIVELY** seek assistance in locating an internship (or developing your own internship) from
 - ⌚ Your advisor
 - ⌚ Other advisors
 - ⌚ Networking with family, friends, professional contacts
 - ⌚ The Internet

3. Prepare a good resume* - Develop an up-to-date, error-free resume, which has been proofread by multiple people. **PROOFREAD, PROOFREAD, PROOFREAD!**
 - ⌚ Objective
 - ⌚ Education
 - ⌚ Experience
 - ⌚ Activities
 - ⌚ Awards/Achievements
 - ⌚ References

4. Contact prospective employer(s)
 - ⌚ Start with a letter of inquiry*
 - ⌚ Paragraph 1: Tell why you are writing and how you heard about the internship opportunity
 - ⌚ Paragraph 2: Provide background information on you and what you have to offer, refer to enclosed resume
 - ⌚ Paragraph 3: Explain what action you will take (i.e., you will follow up with a phone call, you are requesting an interview, or you are requesting a meeting to discuss internship options)
 - ⌚ Follow up with a phone call
 - ⌚ Set up a meeting to discuss internship possibilities/mutual expectations – be organized, enthusiastic, confident, and present internship handbook

5. Complete internship paperwork and consult with your advisor
 - ⌚ Complete written internship proposal*
 - ⌚ Complete Internship Agreement Form*
 - ⌚ Register for Equine Studies 295
 - ⌚ Attend internship orientation seminar
 - ⌚ Set due dates for activity reports, midterm evaluation, and evaluation reports

*Seek assistance from your advisor and others to proofread these items

WHAT IS AN INTERNSHIP?

Every student of Ohio University Southern who pursues an Associates of Equine Studies is required to complete a program of study that includes an internship. The mission of the Equine Studies program is to educate qualified and motivated students in equine studies so they are equipped to gain entrance into and succeed in areas related to the equine industry. We strive to prepare our graduates for continued personal and professional growth through life-long learning. We also strive to provide our undergraduates experiences and training to develop interpersonal skills so they may become leaders in their various communities.

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

- ⌚ be enrolled in EQU 295
- ⌚ work the minimum number of hours required by the particular position decided upon by the supervisor, the student, and the internship advisor;
- ⌚ meet the work quality standards of the supervisor; and
- ⌚ successfully complete all assignments described in this handbook.

The internship should enable students to put into practice the skills, techniques and knowledge that are important for success in the industry. The internship may be a paid or volunteer work experience supervised by an industry, academic or institutional person and coordinated by the student and internship advisor.

GOALS OF THE INTERNSHIP PROGRAM

The primary purposes of an internship are:

- ⌚ to add value to the educational experience of students.
- ⌚ to provide a link between theory and practice.
- ⌚ to provide an experiential learning opportunity for students to apply the concepts, knowledge and skills gained to real world situations.
- ⌚ to increase the marketability of students for future employment.
- ⌚ to develop an awareness of community, economic and social issues in a global society.
- ⌚ to acquire experiences gained through actual business/customer and employer/employee relationships.
- ⌚ to develop communication and critical thinking skills.

INTERNSHIP PROGRAM REQUIREMENTS

• Internship Orientation Seminar

An internship orientation seminar will be held during the first month of autumn and spring quarters. Students will be required to attend one of these sessions prior to or during their freshman year.

• Obtaining an Internship

- ⌚ The student determines an area of interest for the internship that he/she would like to pursue. This decision can be aided by discussions with an academic advisor.
- ⌚ The student must arrange for an internship advisor. This will normally be the student's academic advisor. If the student feels another advisor would be more appropriate than their academic advisor to serve as internship advisor, the student can ask that individual.
- ⌚ The student should contact potential supervisors to discuss opportunities within the company or institution. At this time, students should present the prospective supervisor with a copy of the supervisor's responsibilities from this handbook.
- ⌚ **Students are not allowed to complete their internship with supervisors for whom they have worked previously (including home and family operations) unless a substantial new component to this experience can be proven.**
- ⌚ The student interviews with prospective supervisors who respond to the initial inquiry.

Internship Proposal

- ⌚ A written proposal must be provided by the student to his/her internship advisor and supervisor outlining the following:
 1. objective(s) and expectations of the experience
 2. skills and knowledge they expect to gain from the internship
 3. responsibilities to be shared between the supervisor and student
 4. inclusive dates of internship
 5. expected working conditions
 6. background on internship site
- ⌚ The Written Proposal and Internship Agreement Form must be submitted to the internship advisor **FOUR** weeks prior to the start of the internship for approval. The final draft of the **Written Proposal** and the **Internship Agreement Form** signed by all three parties (student, internship advisor, and supervisor) must be turned in to the Student Services Coordinator before starting the internship.

• **Internship Agreement, Activity Reports, and Evaluation Forms**

- ⌚ SEE CHECKLIST OF ACTIVITIES FOR DUE DATES
- ⌚ A final draft of the internship agreement should be turned in to the Internship Coordinator
- ⌚ Student and advisor set due dates for midterm evaluation conference call or on-site visit, activity reports, and evaluation forms.
- ⌚ The internship advisor conducts a conference call or makes a site visit with the student and internship supervisor halfway through the internship to review the work experience, progress on skill development, and any concerns of the student and/or employer. In addition, if the student has questions/concerns he/she wishes to discuss with the advisor he/she should feel free to contact the advisor at any time.
- ⌚ The student must submit an Intern Evaluation Report to be completed by the supervisor. The supervisor will submit an **Intern Evaluation Report** to the internship advisor at the end of the internship. The intern's supervisor and the student fill out the Intern Evaluation Report and Intern Self-Evaluation Report; however, the supervisor and intern in a face-to-face meeting should review the reports. The supervisor and intern will sign off on these reports.

• **Registration for EQU 295**

- ⌚ The student registers for EQU 295 by using a course enrollment form (during or after completing internship). Obtain course registration number from your advisor.
- ⌚ Students earn at least 1, but not more than 6 credits; the number of credits earned is decided by the student and internship advisor.
- ⌚ Internship must be a minimum of 100 hours (1 credits) and a maximum of 600 hours (6 credits).

• Internship Final Report and Presentation

Interns are responsible for developing a 20-slide (minimum) Power Point presentation. The presentation should include pictures of day-to-day activities, responsibilities of the intern, and a summary of what the student learned on the internship. See “Guidelines for Final Presentation”. The intern will give their presentation to fellow students, faculty, and staff during the quarterly Internship Forum (6th week of the quarter) following the completion of the internship. The intern will be notified regarding sign-up for a presentation time.

The following are available in the Computer Lab for your use in developing your Power Point presentation:

- Computers
- Scanner (i.e. to scan pictures into Power Point)
- Guides on how to use Power Point
- A final report (minimum of 6 pages and maximum of 10 pages, double spaced, 1 inch margins and 12 point font) must be completed by the student and submitted to the Internship Advisor to obtain credit for the internship. The final report will be due when the student presents at the Internship Forum. See “Guidelines for Final Report”.

GRADING GUIDELINES

All internships will be graded S/U at the discretion of the internship advisor. Evaluation will be based on the satisfactory completion of the objectives agreed upon by the student, the student internship advisor and the internship supervisor. While it is expected that the evaluation by the supervisor should be positive, it is not mandatory for the successful completion of the internship for credit (student’s explanation will be considered). **The completed forms, all written assignments, proof of work, and group attendance must have been completed to earn the EQU 295 credit.**

BE SAFE ON YOUR INTERNSHIP!

Suggested Safety Checklist:

- ⌚ Discuss potential risks associated with performing your internship responsibilities/duties with your internship supervisor prior to your start date.
- ⌚ Ask your internship supervisor to outline the appropriate safety precautions and job techniques prior to your start date.
- ⌚ Follow all safety rules and directives as provided by your internship supervisor.
- ⌚ Health insurance is **STRONGLY** recommended. Low cost student health insurance is available through Ohio University. Ask the Student services Center about health insurance. Be sure that you are covered in the case of an accident
- ⌚ Contact your OUS academic advisor **IMMEDIATELY** regarding safety questions/concerns.

INTERNSHIP RESPONSIBILITIES

The **Student Intern** is responsible for:

- ⌚ finding the appropriate internship;
 - ⌚ notifying their academic advisor or finding another academic advisor in the Department to serve as their internship advisor;
 - ⌚ completing the Internship Agreement Form and written proposal before beginning the internship;
 - ⌚ consulting with advisor to set due dates for activity reports, midterm evaluation conference call or on-site visit, and evaluation reports;
 - ⌚ performing duties as described in the Internship Agreement Form and written proposal and/or as assigned by the supervisor (the student must be safety conscious while on the internship, following all safety rules and directives of the internship supervisor, and assumes full responsibility for the consequences of his/her actions);
- Note: A minimum of 100 hours (1 credits) or maximum of 600 hours (6 credits) are required to receive credit for the quarter; however, work quality is of equal importance to time on the job.**
- ⌚ submitting the internship activity reports;
 - ⌚ submitting evaluation to supervisor and completing self-evaluation; and
 - ⌚ completing a Power Point slide show and final report after conclusion of internship and submitting copies of each to the Internship Advisor.

The **Supervisor** is responsible for:

- ⌚ providing the intern with a variety of career-building work experiences;
- ⌚ providing the student intern the necessary training to perform internship responsibilities/duties and outlining the safety precautions and job techniques of which the student intern should be aware;
- ⌚ communicating with the intern to discuss current performance, progress and future work assignments;

Note: It is extremely important to the supervisor and the intern that both understand assignments, expectations and concerns.

- ⌚ submitting the Intern Evaluation Reports to the Advisor at the conclusion of internship;

Note: This evaluation will be incorporated into the final grade by the internship advisor.

The **Ohio University Southern Internship Advisor** is responsible for:

- ⌚ assisting the student as appropriate in seeking an internship experience;
- ⌚ visiting with the student intern about possible safety concerns;
- ⌚ providing an outline of expectations and the basis for grading the internship experience;
- ⌚ conducting a mid-internship review/conference call or an on-site visit to evaluate performance and progress;
- ⌚ assisting the student with questions/concerns as they arise; and
- ⌚ evaluating the internship experience by considering the following and other appropriate factors:

1. internship agreement and proposal is on file before work begins
2. activity reports are submitted as assigned
3. employer and student-self evaluation of the intern's performance
4. conference call or on-site visit to evaluate performance
5. internship report and Power Point slide show

- ⌚ helping students find contact names in their area of interest;
- ⌚ helping cultivate possible internship opportunities for the Department;
- ⌚ coordinating the orientation sessions the first month of each quarter;

- ⌚ receiving and distributing forms to students and advisors for the internship;
- ⌚ keeping files on all internships done in the Department;
- ⌚ coordinating the Internship Forum each quarter in which students present a 20 slide minimum, 15 minute seminar on his/her internship experience; and
- ⌚ serving as a source of general information for students.

GUIDELINES FOR FINAL PRESENTATION

- ⌚ Power Point slide presentation (20-slide minimum)
- ⌚ Include:
 - pictures of daily activities
 - discussion of company/organization background and function
 - discussion of your responsibilities and daily activities
 - discussion of the quality of your experience and what you learned
- ⌚ Presentations will be given at the Equine Studies Internship Forum the quarter following your internship. You will be notified of the date and time of your presentation. All OUS faculty, staff, students, and associated industry personnel will be invited.
- ⌚ The following are available in the Computer Lab for your use in developing your Power Point presentation:
 - Computers
 - Scanner (i.e. to scan pictures into Power Point)
 - Guides on how to use Power Point

GUIDELINES FOR FINAL REPORT

All students who wish to receive credit for EQU 295 are required to submit a detailed report of their experience, following the specific guidelines listed below. The report will be due to the Internship Advisor when the student gives the final presentation at

the Internship Forum (10th week of quarter of internship). Reports should have a title page that includes the student's name, ID number, campus phone number, advisor's name, and date, the name of the organization and location of the internship. Students are asked to submit a report in the format below using the headings that follow. The report will consist of four parts. Part I and II will be the same regardless of the type of organization in which the internship was completed. Part III consists of the actual on-the job specific information. The student will be asked to address information specific to the type of internship in which they are involved. Part IV will be evaluation and critique of the internship. All parts must be submitted in sufficient detail to adequately cover what the student learned. The final report should be a minimum of 6 pages and a maximum of 10 pages, double-spaced, 12-point font and 1-inch margins.

Part I: Background of the organization

1. What is the mission of the organization for which you worked?
2. Who are the clientele of the organization?

Part II: Management, training and employee information

1. How did you become oriented with the responsibilities of your job?
2. How did your supervisor help you succeed in this position?
3. What qualities did you have and did you develop that allowed you to succeed in this position?

Part III: Specific job information

1. Discuss the daily responsibilities.
2. Discuss other responsibilities you had during your internship.
3. What knowledge and skills from your course work were beneficial for you to succeed in this position?
4. What other courses and academic development would have been beneficial during your internship experience?
5. What new skills did you develop as a result of this experience?

Part IV: Evaluation and critique

1. How did this internship fit your career goals?
2. Did your career goals change as a result of this internship experience?
3. Discuss your feelings about the value of this internship.
4. Discuss recommendations for improving the internship.
5. A self-evaluation of your strengths and areas for improvement.

Appendix

Intern Evaluation Report

Ohio University Southern – Equine Studies Department

Turn in to your Internship Advisor

Ohio University Southern – Equine Studies Department

Ohio Horse Park; 400 Bobcat Lane; Franklin Furnace OH, 45629

Student Information

Student Name _____ Date _____

Number of Absences _____ Number of Supervisor/Intern conferences _____

Please rate intern on the characteristics listed below. Your written comments are especially helpful to us in our educational efforts.

	Superior	Good	Average	Fair	Poor
1. Punctuality					
2. Willingness to learn and accept change					
3. Dependability and initiative					
4. Acceptance of constructive criticism					
5. Thoroughness and quality of work					
6. Personal appearance					
7. Cooperation/compatibility with fellow workers					
8. Work speed/productivity					
9. Responsibility/professionalism					
10. Acceptance by supervisors					
11. Acceptance of others/customer oriented					
12. Technical competence/knowledge					
13. Overall quality of performance					

Describe the intern's major strengths:

Describe areas for improvement:

Other comments can be listed on another sheet.

Signatures

Supervisor Signature _____ Phone _____

My supervisor reviewed this evaluation with me.

Intern Signature _____ Date _____

Intern Self - Evaluation Report

Ohio University Southern – Equine Studies Department

Turn in to your Internship Advisor

Ohio University Southern – Equine Studies Department

Ohio Horse Park; 400 Bobcat Lane; Franklin Furnace OH, 45629

Student Information

Student Name _____ Date _____

Number of Absences _____ Number of Supervisor/Intern conferences _____

Please rate yourself on the characteristics listed below. Your written comments are especially helpful to us in our educational efforts.

	Superior	Good	Average	Fair	Poor
1. Punctuality					
2. Willingness to learn and accept change					
3. Dependability and initiative					
4. Acceptance of constructive criticism					
5. Thoroughness and quality of work					
6. Personal appearance					
7. Cooperation/compatibility with fellow workers					
8. Work speed/productivity					
9. Responsibility/professionalism					
10. Acceptance by supervisors					
11. Acceptance of others/customer oriented					
12. Technical competence/knowledge					
13. Overall quality of performance					

Describe your major strengths:
Describe areas for improvement:

Other comments can be listed on another sheet.

Signatures

Supervisor Signature _____ Phone _____

My supervisor reviewed this evaluation with me.

Intern Signature _____ Date _____

