

NBIS Internship Program Guidelines

These are intended to be guidelines. Specific internship requirements will be assigned by the faculty member that is the instructor of the internship.

General

- The goal of the internship component of the NBIS program is to enhance the education of NBIS students through experiential learning and input from internship hosts regarding both the student's ability and the programs effectiveness.
- The NBIS program stresses critical thinking skills and so should the internship. The host should convey how their respective operation relates to the Nebraska beef industry and impacts the beef industry on a national basis.

INTERNSHIP RESPONSIBILITIES

The student intern is responsible for:

- obtaining the appropriate internship;
- completing the Internship Agreement Form prior to the start of internship;
- keep a journal that includes a weekly summary:
 - Impressions and perceptions of week's activities.
 - Reflections on how that week's activities relate to the student's learning objectives.
- communication with Internship Advisor: A weekly contact by e-mail or phone is expected.
- the intern is expected to discuss and come to a clear understanding with the supervisor regarding compensation and liability and health insurance issues.
- consulting with advisor to set due dates for activity reports, 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;
- providing supervisor with Intern Evaluation Report form;
- keeping a journal to submit with final report;
- submitting the Internship Activity Reports weekly;

- completing Self-Evaluation Report;
- understand the economic ramifications of the business decisions made by the hosts;
- be able to openly communicate and convey ideas with the host;
- meeting with supervisor to review Intern Evaluation Report and Self-Evaluation Report and submitting letter to internship advisor;
- completing a Power Point slide show and final report after conclusion of internship and submitting copies of each electronically to internship advisor and coordinator;
- making presentation in the fall semester following the internship to all NBIS students.

The **NBIS internship faculty advisor** is responsible for:

- providing any suggestions they might have for internship providers
- assisting the student as appropriate in seeking an internship experience;
- review the outline of expectations and the basis for grading the internship experience with student intern;
- conducting review/conference call or an on-site visit to evaluate performance and progress within the first 30 days of the internship;
- assisting the student with questions/concerns as they arise;
- working with the internship coordinator to determine the final grade (based on above listed criteria).

The **host** is responsible for:

- providing the intern with a variety of career-building work experiences;
 - **(Note: The internship is not a summer job in which manual labor is all that is expected. This program is designed to teach students about particular segments of the beef industry and how it relates to the beef industry as a whole.)**
- 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.)**

- providing opportunities to communicate with clientele and other business partners;
- providing opportunities to attend continuing education events (field days, meetings, etc.);
- compensating the student for their work;
 - compensation should be agreed upon by both the student and the host prior to the beginning of the internship. Students and Hosts must come to a clear understanding of salary and what , if anything, is provided (i.e. housing)
- submitting the Intern Evaluation Report to the advisor at the conclusion of the internship;
 - **(Note: This evaluation will be incorporated into the final grade by the internship advisor.)**

GETTING THE MOST FROM YOUR INTERNSHIP

- keep journal current and summarize weekly;
- communicate with provider and others
 - ASK QUESTIONS
 - clearly communicate your objectives and needs
 - communicate needs for additional experiences
- Take appropriate photographs (they will be helpful for your internship presentation)

NBIS Internship Agreement — University of Nebraska

Student Information

Student Name:		Internship Advisor:	
Home Address:			
City:	State:	Zip:	
Home Phone:		E-mail:	
Student's Internship Address:			
City:	State:	Zip:	Phone:

Supervisor Information

Supervisor:	
Supervisor's Address:	
Supervisor's Phone:	E-mail:

Position Information

Dates of Internship:
Position:
Salary/Compensation:
Position Responsibilities and Duties (type continuously--no tabs):

Approved by Supervisor:	Date:
Approved by Student Intern:	Date:
Approved by Internship Advisor:	Date:

Due prior to the beginning of internship.

Self-Evaluation Report

Student Information

Student Name:	Internship Advisor:
Internship Supervisor:	

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. Cooperation/compatibility with fellow workers					
7. Work speed/productivity					
8. Responsibility/professionalism					
9. Accomplishment of internship objectives					
10. Technical competence/knowledge					
11. Critical thinking/problem solving skills					
12. Ability to communicate					
13. Overall quality of internship					

Describe your major strengths
Describe areas for improvement

Other comments can be listed on another sheet.

Submitted by:	Date:
Intern Signature	

Intern Evaluation Report

Student Information

Student Name: _____

Date: _____

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. Cooperation/compatibility with fellow workers					
7. Work speed/productivity					
8. Responsibility/professionalism					
9. Accomplishment of internship objectives					
10. Technical competence/knowledge					
11. Critical thinking/problem solving skills					
12. Ability to communicate					
13. Overall quality of intern					

Describe the intern's major strengths
Describe areas for improvement
If possible, would you hire this person? Why or why not.

Other comments can be listed on another sheet.

Supervisor Signature: _____

Date: _____