



DEPARTMENT OF  
**DAIRY SCIENCE**  
University of Wisconsin-Madison

## INTERNSHIP (Dy Sci 399)

Course Description ..... Page 1

### Internship/Cooperative Education Agreement Form

(between student, academic advisor and field supervisor) ..... Pages 7 & 8

### Field supervisor Form

(Roles – Responsibilities & Student Evaluation) ..... Pages 9 & 10

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Student Name: \_\_\_\_\_

#### Check list:

Item	Date
<input type="checkbox"/> Completed and signed Agreement Form	
<input type="checkbox"/> Partial Report	
<input type="checkbox"/> Final Report	
<input type="checkbox"/> Field supervisor Evaluation Form	
<input type="checkbox"/> Oral Presentation	

#### Notes:

- 1-This cover page should remain on file in the Dairy Science Main Office for use by Academic Advisor.
- 2-The guidelines and procedures described herein were approved at the September, 2008 Faculty Meeting.



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# INTERNSHIP (Dy Sci 399)

## Course Description

### Introduction

A minimum of 1 credit of internship in Dairy Science or a closely-related discipline is one of the three required capstones to major with a Bachelor's degree in Dairy Science. This requirement applies to students who intend to major in Dairy Science regardless of their degree (Natural Sciences ANS; Business ASB; Production system ASP, or International Agriculture and Natural Resources AIN).

This document is a guide to the purpose, procedures and policies for the Dy Sci 399 Internship requirements, which provides the framework for students, academic advisors and field supervisors to plan, implement and assess the student learning experience.

### Why is an internship required?

The over-arching goal of this requirement is to provide students with professional experience, communication and practical decision making skills that are some of the most important factors of success in any career path. An Internship is a cooperative learning activity to provide a student with non-classroom professional experience related to their career goals. An Internship **is not** the same as a part time job or other work experience. It **is** a course of study. Here are a few reasons for which the faculty decided to require an internship. Internships are to allow you:

- To gain practical experience in your professional area of training by bridging the gap between applied and academic worlds in your major and specialization areas. Intern students will often have opportunities to learn and participate in activities on the job, which would not be possible under regular employment;
- To broaden your personal and professional experience and to "try on" a career that you may or may not chose to pursue farther;
- To develop communication, interpersonal, leadership and other important skills that have been mastered by successful professionals and sought after by employers selecting new employees, and admission committees to graduate schools or professional schools.

### Student roles and responsibilities

The best internship opportunities require careful planning on the part of the student. How much you will "get out" of your internship experience depends directly on how much you will "put in" starting with the planning phase. It is the student's responsibility to initiate the process. Thus, it is critical that you talk with your **academic advisor** as early as possible to plan and select your internship.

### What will your academic advisor do?

The Dy Sci 399 faculty advisor is usually your regular academic advisor, however you may have any dairy science faculty advisor work with you on your internship if that person has expertise in an area more in line with your objectives and agrees to do so.

Advisors responsibilities include:

- To assist you in planning your internship, to approve your learning objectives, to discuss the requirement for written reports, and to help you select a venue for your oral presentation (See Agreement Form below).
- To monitor your progress by making himself/herself available for communication during the internship.

To evaluate your performance and submit a grade to the appropriate University Office.



## Planning your Internship

There are no restrictions on the type of internship you may elect to engage in. Many students choose to intern in the **industry** (genetic or feed/nutrition companies), within the **UW extension** system, or in a **research laboratory**. Regardless of your career goals and whether or not you are from a farm, we encourage you to consider **on-farm** internships. However, interning on your own farm or that of a close relative presents a conflict of interest and therefore is not allowed.

Realize that you can plan your internship for the summer, fall or spring semesters once you have accumulated 24 or more credits (i.e., typically after your second semester on campus, once you have reached sophomore standing).

Think about the type of experience you would like to gain through your internship and explore the various kinds of internship available to you. Consider the following venues during your freshmen year and your sophomore year to learn more about internships:

- Visit with your academic advisor to discuss your options and to develop learning objectives;
- Visit <http://dairynutrient.wisc.edu/272/page.php?id=463> to gain basic information about internships and scholarships offered to students with an interest in Dairy Science;
- Enroll in the pre-capstone seminar (Dy Sci 272) during the Fall of your sophomore year; see more at <http://dairynutrient.wisc.edu/272> ;
- Attend the annual CALS Career and Internship Fair, which is an early Fall event typically organized towards the end of September; see more at: <http://www.cals.wisc.edu/students/careerServices/careerFairEmployer.php> ;
- Register with CALS Career Services to complete a resume;
- Seek advice from other sources: People in the profession (informational interviews), trade shows, research and professional organizations (PDPW for example) and other network sources to develop Internship options.

By the end of your second or third semester on campus, you should be ready to explore seriously your top two or three choices.

## Before Your Internship Begins

**Complete Agreement Form** (see pages 7 & 8 below), which will formalize the “contract” between you, your academic advisor, and your field supervisor<sup>1</sup>:

- Advisor approval of objectives, reports due and intended credits earned, plus signature;
- Field supervisor approval of duties and activities, plus signature;
- Sign form yourself;
- Return completed Agreement Form to Dairy Science main office.

## During Your Internship

- Complete a partial report** as soon as possible and no later than approximately 1/3 of the way into your internship. This report will provide your advisor (as your main university contact person) with key information to assure that your internship is off to a good start. Keep your advisor informed of your progress, and let advisor know of any problems.
- Complete internship requirements as assigned by your field supervisor. These requirements may include a wide variety of activities and field-work which related to your agreed upon

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<sup>1</sup> Note that for research internship, the professor under whom you will be interning may be acting both as your academic advisor and (possibly) your field supervisor.



learning objectives. In addition, your field supervisor may require a written report, a power point™ presentation or any other tangible evidences of your productivity and learning gains.

- Request that your field supervisor complete the **Supervisor evaluation form** (see pages 9 & 10 below) and have her/him mail it back to the Dairy Science Department (1675 Observatory Dr. Madison WI 53706).

### After Your Internship

- **Complete a final report** to be filed with the Dairy Science Office. Students are encouraged to keep a journal and/or any other documentation of the impact of their experience both at a personal and professional level. To this end, students and academic advisor should agree on a number of partial reports (see Internship Agreement form);
- Prepare an **oral presentation** to share your internship learning experience. Arrangement must be made such that either your field supervisor or a faculty member be present at the oral presentation. The venues for your oral presentation may include:
  - a) Your off-campus internship site;
  - b) A unit or laboratory where you completed your internship;
  - c) In the 272 pre-capstone seminar guest presentation (Fall semester only),
  - d) A face-to-face meeting with your academic advisor.

### Claiming academic credit for your internship

Number of credit for an internship is by agreement between the student and the faculty advisor within the following general policy guidelines:

- One credit is assigned for a **MINIMUM of 80 hours** of activities that contribute towards the stated learning objectives as described in the agreement form.
- Regardless of hours logged in per week, a **MINIMUM of 2 weeks on-site** is required to qualify for one credit of internship;
- Most internships will exceed the minimum of 80 hours over a 2 week period;
- As per CALS rules, a maximum of 8 internship credits can be applied toward graduation.

Dairy science students are encouraged to complete multiple out-of-class projects with strong academic components during their undergraduate career in addition to the required internship. Credit for those out-of-class projects are contingent to approval by a faculty member and registration as Dy Sci 299 or Dy Sci 699 (independent study).

### When will you be allowed to register?

The academic advisor will not provide permission for a student to register for Dy Sci 399 until the semester during which the following requirements have been met:

- 1) Filing of the following document with the Dairy Science main office:
  - a. Agreement form signed by student, academic advisor and field supervisor;
  - b. Partial report;
  - c. Final report;
  - d. Field supervisor evaluation form;
- 2) Completion of the oral presentation (see above for possible venues).

### Grading scale and rubrics

Internship grades will be assigned according to the A-F grading scale using the grading rubrics presented in the Table 1. Intermediate grades AB and BC are valid grades as per the University policy.



Table 1: Grading rubrics for Dy Sci 399 internship.

Grade	Documentation <sup>1</sup>	Field Supervisor Evaluation <sup>2</sup>	Final Report <sup>3</sup>	Oral Presentation <sup>4</sup>
F (should not be allowed to register for Dy Sci 399).	Incomplete	Shows major issues. Most evaluation criteria were checked as "poor."	The final report has not been filed or the final report is short (< 600 words) and poorly written. The writing does not relate to initial learning goals.	Student has not made a presentation or the student is not prepared to share effectively his/her learning experience.
D	All documents have been filed, but agreement form describes vague learning objectives.	May or may not show major issues.	The final report is poorly written, it does not follow the guidelines and is incomplete. The writing does not relate to initial learning goals.	Student made a presentation, but was poorly prepared to share effectively his/her learning experience.
C	Same as above	Favorable, but multiple performance evaluation criteria were checked as "poor" or "Fair".	The report meets the guidelines partially and includes grammatical errors. It describes activities that contributed to learning goals in <u>generic</u> terms.	There are evidences that the student prepared for the oral presentation, but it was not poorly organized and reflected a lack of commitment to sharing the experience.
B	Learning objectives are clearly stated.	Most performance evaluation criteria were checked as "Good" or "Excellent".	For the most part, the report meets the guidelines and is free of grammatical error. It describes activities that contributed to learning goals in <u>specific</u> terms but thoughts are not fully articulated or expressed clearly.	The student's oral presentation was adequately organized and delivered, but failed to show a critical evaluation of the experience.
A	Same as above.	Most performance evaluation criteria were checked as "Excellent" or "Outstanding".	The high quality of the report is likely the product of <u>one or more revisions</u> . The report meets the guidelines It includes optional photos, figures or tables and describes activities and <u>outcomes</u> that illustrate clearly how the learning goals were attained.	The student's presentation was well-prepared, organized and delivered. During the presentation, the student showed critical evaluation of the internship experience both at a personal and professional level.

<sup>1</sup> Documentation = filing a complete and signed Agreement form, filing a partial report, the agreed upon progress reports, a final report, and the field supervisor evaluation.

<sup>2</sup> See evaluation criteria on page 8 & 9: field supervisor evaluation form.

<sup>3</sup> See guidelines for the written report below.

<sup>4</sup> Oral presentation made in the presence of field supervisor or faculty member (see possible venues above).



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## Guidelines for Written Report

You may discuss the style of your final report with your advisor. Regardless of the style you choose, your final report will likely be of higher quality if you have your own records and documentation of what you did (or what was done to you!) throughout the entire process, and thus the suggestion to keep an internship “journal” starting with the planning phase and ending with the final report itself. Below is an example of what you may choose to include in your final written report.

### 1. What did you do to select / to apply / to prepare for your internship?

- How / when did you find out about it?
- What other choices had you considered, if any? Why did you select this internship over some of the other choices you may have had?
- Was your resume posted on line (CALS career service)? Did you give your resume out at a career fair / World dairy Expo?
- Did you approach the company or did they approach you? Was it scary to talk to someone from the company?
- If available, please provide the name and contact information for application or additional information.

### 2. Description of the company / business

- Provide a description of the company (business) and division (unit) you worked in
- What is the mission of the organization, its size, and structure?
- How does the company’s different work group fit and how do they fit in work group?

### 3. Description of your Internship

- What / Where/ When, With Whom?
- What was/were / your learning objectives / the goal(s) of your project(s)?
- What did you actually do during the project (logistical organization)? Were you assigned tasks or did you help initiate your own assignment(s)?
- What were the results of your work? (Highlights of a report, or an “exit” seminar, ppt presentation, etc.)

### 4. Looking back at your own learning experience

- Looking back at your internship, what was your role? what was the role of your field supervisor, and that of your academic advisor? – How did it all come together?
- What have you learned about the organization / people you worked with?
- What skills or expertise did you acquire?
- Can you illustrate with example how you “practiced” your problem solving skills?
- What have you learned about yourself both professionally and a personally (to the extent you feel comfortable sharing personal things.)
- Did this experience help you make choices about your career?
- How much work/learning/frustration did you experience? (some say that learning is “no pain no gain”. Do you agree with that statement? If there were “pain” in your internship where did it come from? If there were “gain” in your internship where did it come from?

### 5. In summary

- How important is it to have “learning objectives” clearly discussed and defined before the internship?
- How much difficulty did you encounter in starting up, progressing and completing your internship?
- What were the most positive (negative) aspects of your internship?
- What would you do differently if you were to do it all over again?
- What is the ONE THING you want others to remember from your experience as an intern?



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## POLICIES AND GUIDELINES

- Housing and Transportation: It is suggested that you discuss the status of your housing and transportation needs when interviewing. Some agencies presume that an intern will have housing and a vehicle for use during the internship. If you will be using your own vehicle for company business be sure to check on insurance coverage.
- Insurance: As a participant in the Internship program, you need to be aware of some insurance concerns. Please note the items listed below:
  1. Health and Accident Insurance. This is the responsibility of the student, as in any classroom course. Normally, family policies are used by the students. Group medical insurance is available through the University. Intern students have access to the regular Student Health Service Outpatient Services if they are located within reasonable distance.
  2. Liability and Malpractice Protection. The Office of Risk Management extends coverage to all properly enrolled students working within the scope of their internship agreement. Coverage is above and beyond any coverage carried by sponsors and other sources.
  3. Unemployment Compensation. Normally internship students are not covered since their programs are defined as a limited term appointment with the cooperating agency.
  4. Worker's Compensation. Employed interns are covered under regular guidelines of the Act. Rulings have generally stated that unpaid students with formal intern agreements on file should be covered under the concept of training in lieu of pay.
- Compensation: In internship experiences, compensation generally depends on the cooperating agency. Academic credit is awarded for the professional learning experience not the level of pay.
- Safety: To avoid possible accidents and injuries, you are encouraged to read applicable handbooks, instructions and operators manuals when at the field site, and request adequate safety instruction. If you are unsure of any procedure, ask questions! You may also be required to obtain special certification or training in order to participate in certain internships.
- Confidentiality: When special proprietary information, materials and/or procedures are a part of a student's internship experience; the college's staff request that intern agreements be amended in writing to have the sponsoring field supervisor edit all student reports before they are submitted to the University. Regular professional ethics are always to be observed. The CALS Internship program does not want to violate professional trust.
- Discrimination and Sexual Harassment. Any company, agency or individual involved in the internship program will do so in accordance with the provision of Title VII of the federal Civil Rights Act, Wisconsin's Fair Employment Practices Statutes, Sections 111.31 et. seq., and UW-Madison Faculty Document 542, 5 December, 1983. These provisions prohibit discrimination on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, sexual orientation, arrest record or conviction record. Sexual harassment is a form of sex discrimination. Copies of these documents may be obtained in all UW-Madison placement offices or the Affirmative Action Office, 175 Bascom Hall or by writing to these offices.



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## **INTERNSHIP/COOPERATIVE EDUCATION AGREEMENT FORM (1 of 2)**

UW-Madison, Department of Dairy Science  
Room 266, Animal Sci. Bldg.  
1675 Observatory Dr. Madison WI, 53706-1284

**Instructions:** The student is responsible to seek inputs from their academic advisor and field supervisor to complete and sign this Agreement Form (pages 7 & 8 of this document). The completed form must be returned to the Dairy Science Main Office (see address above).

### **STUDENT INFORMATION**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Major: \_\_\_\_\_ Classification (Yr): \_\_\_\_\_ Grad date: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Address during your internship:

\_\_\_\_\_

Student's learning objectives (discuss with your advisor and list below, use additional sheet if needed):

The student and the academic advisor have discussed and agreed upon the following items and timeline:

1- Partial Report due date: \_\_\_\_\_

2- Progress reports (optional but recommended) # required: \_\_\_ due date(s): \_\_\_\_\_

3- Final internship report due date: \_\_\_\_\_

4- Oral presentation at (venue): \_\_\_\_\_ by (date): \_\_\_\_\_

5- Registration will be for \_\_\_ credits of Dy Sci 399 in the (Fall, Spring, Summer) semester of Year: \_\_\_

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### **INTERNSHIP ADVISOR INFORMATION**

Internship Advisor Name and e-mail address:

\_\_\_\_\_

Department: \_\_\_\_\_ Advisor Office Address/Phone: \_\_\_\_\_



**INTERNSHIP/COOPERATIVE EDUCATION AGREEMENT (2 of 2)**

Department of Dairy Science

**BUSINESS/AGENCY INFORMATION**

Business/Agency Name: \_\_\_\_\_

Business/Agency Address: \_\_\_\_\_

Number/Street

City

State

Zip

Company Website: \_\_\_\_\_ It this a paid or unpaid position? \_\_\_\_\_

Field Supervisor Name (see pg 9 “Who is the field supervisor?”): \_\_\_\_\_

Field Supervisor Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

Internship beginning date: \_\_\_\_\_ Internship ending date: \_\_\_\_\_

Number of hours student will work each week: \_\_\_\_\_

The student and the field supervisor have discussed and agreed upon the following planned duties (list here or attach a job description):

It is agreed that the business/agency will extend an opportunity to actually experience the areas of their operations as stated to this participating student. Where pay is involved, the final arrangement will be made between employer and student.

Students are strongly encouraged to obtain health insurance. Depending on the nature of this internship, students may wish to discuss health and safety risks with their field supervisor and/or internship advisor, and the agency may wish to require proof that students has a current health insurance policy.

The University of Wisconsin through the Department of Dairy Science agrees to award internship credit to the above named student upon satisfactory completion of the work experience, required reports, and field supervisor evaluation (see supervisor roles & responsibility form – pages 9 and 10). The Internship advisor will determine the grade.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Field Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## **FIELD SUPERVISOR ROLES – RESPONSIBILITIES & STUDENT EVALUATION**

### **Dy Sci 399 INTERNSHIP/COOPERATIVE EDUCATION AGREEMENT (1 of 2)**

UW-Madison, Department of Dairy Science  
Room 266, Animal Sci. Bldg.  
1675 Observatory Dr. Madison WI, 53706-1284

**Instructions for student:** It is your responsibility as a student to provide the person with whom you are negotiating the terms of your internship with this form (or a copy of it) prior to or at the time of signature of the Agreement Form. You should discuss with your field supervisor formative evaluations (i.e., feedback throughout the internship) and the final (summative) evaluation criteria, described herein.

**Instructions for field supervisor:** First and foremost, thank you for agreeing to supervise a UW-Madison Dairy Science student for this internship. Because you are the person who will have the closest professional contact with the student throughout the internship, we ask that you review your role and responsibilities as described below. In addition, we ask that you use this form to record your assessment of the student performance during (formative assessment) and at the end (summative assessment) of the internship. The completed form must be returned to the Dairy Science Office (see address above) shortly after the end of the internship.

#### **Who is the field supervisor?**

The field supervisor is the person who has oversight of the intern's activities **on a daily basis** throughout your internship. This person should be familiar with the agreed upon student's learning goal described in the Agreement Form.

#### **What are the roles and responsibilities of the field supervisor?**

The role of the field supervisor is to:

- Plan and assign the student's on-site daily work activities and set performance expectations;
- Provide the student with thorough training in the proper operation and maintenance of any equipment or machinery to be used during the internship;
- Provide student with feedback on their level of performance at regular interval throughout the internship (formative evaluation). You should however remember that the internship is a learning experience for the student, so an honest analysis of weakness and strength will be most helpful.
- Complete a final (summative) evaluation of the student's performance (see next page). You are encouraged, but not required to discuss the evaluation with the student. A balanced summative evaluation helps the student grow personally and professionally.

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Please use the space below to record any comments, feedback that you intend to share with the student during the internship (use the next page for end-of-internship evaluation):

Date/comments:

Date/comments:

Date/comments:



**FIELD SUPERVISOR ROLES – RESPONSIBILITIES & STUDENT EVALUATION**  
**Dy Sci 399 INTERNSHIP/COOPERATIVE EDUCATION AGREEMENT (2 of 2)**

**Instructions for field supervisor:** Please use this form for end-of-internship evaluation of student performance. This evaluation will contribute to the student’s final grade and should be mailed to the address listed above.

Student Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Supervisor Name and contact info: \_\_\_\_\_

<b>Performance Evaluation</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>Outstanding</b>
Attendance (punctuality)					
Productivity (volume, promptness)					
Quality of Work (accuracy, completeness, neatness)					
Initiative (self-starter, resourceful)					
Dependability (thorough, organized)					
Attitude (enthusiasm, curiosity, desire to learn)					
Interpersonal Relations (cooperative, courteous, friendly)					
Ability to Learn (comprehension of new concepts)					
Use of Academic Training (applies education to practical usage)					
Communications Skills (written and oral expression)					
Judgment (decision making)					
Overall Performance					
<i>Did the student make a 15-20 minute oral presentation to you or a group of interested individuals to highlight their accomplishments and their learning gain? (Circle as appropriate): yes no.</i>					
<i>If yes, please rank the quality of the presentation here:</i>					

**Comments on the student’s oral presentation:**

**Comments on the student’s internship performance:**

*This report has been discussed with the student:*  yes  no

Supervisor signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Thank you for your contribution to the success of the UW-Madison Dairy Science Internship program. As a final request, please select the appropriate choice to let us know whether you / your company would take future interns:**

- a) **Definitely not**
- b) **Uncertain**
- c) **Most likely.**