

## Animal Science Internships: Commonly Asked Questions

1. ***Where do I find an internship?***

Students may find internships through CareerRam, the internship coordinator (Brett Kaysen), their advisors and professors or they may find one themselves. All internships must be approved by the student's advisor and the internship coordinator. Students may not do an internship with family.

2. ***When is a good time to do an internship?***

A student may complete an internship in the fall, spring or summer semesters. It is not recommended that a student complete an internship the last semester of their senior year. The student must have a grade point average of 2.0 or higher.

3. ***How many hours do I have to work?***

A student must complete a minimum of forty-five (45) hours per semester credit they would like to receive. An Animal Science student is required to have a minimum of 2 credits of an internship for their degree program unless they study abroad. A maximum of 6 credits may be used towards graduation requirements.

4. ***How am I graded?***

The program coordinator has the primary responsibility of evaluating the internship experience. Evaluation forms will be sent to the student, the On-campus Supervisor and the Cooperator. The On-Campus Supervisor will recommend the grade of either an "S" or "U." The final grade will be based on the evaluations and the recommendation from the OCS.

5. ***What am I required to do while I am completing the internship?***

The student is required to complete weekly reports and a final paper that is to be given to their On-Campus Supervisor. The student is also required to write a minimum of 1 Facebook post on the Animal Science Facebook page that is 3 to 10 sentences in length. The post should state where the Internship is and something positive about the Internship.

6. ***Who is an On-Campus Supervisor?***

The On-Campus Supervisor (OCS) can be any faculty member in Animal or Equine Science. The student is responsible for selecting the On-Campus Supervisor. The Program Coordinator cannot serve as the OCS. The faculty member should also be on campus during the term they supervise.

7. ***I have a place to do an internship. Now what?***

Once a student has organized an internship, they must complete the *Memorandum of Agreement* form and the *Internship Objectives* form. Once both forms are filled out and have the appropriate signatures, the Program Coordinator will complete the override for the student to register.

8. ***I did an internship at the community college I transferred from; may I use that for CSU credit?***

No, a student must complete an internship while they are a student at CSU.

9. ***I worked this past summer at a farm. May I turn that into an internship?***

No, a student must be registered for the internship prior to completing the internship.

10. ***Are internships paid?***

Internships may be paid or unpaid. Some internships will cover room and board; some will provide a small stipend while others will just provide the experience. This is to be discussed between the student and the Cooperator.

11. ***How do I register for an internship?***

Once a student has completed ALL the paperwork necessary for the internship, the Internship Coordinator will complete an override for the student to register. The Coordinator will then email the student letting them know they may register. The student must type in the number of credits they would like to receive on the variable credit course otherwise the computer will default to 1 credit.