

## Department of Animal Sciences Internships: Commonly Asked Questions

1. *Where do I find an internship?*

Students may find internships through CareerRam, the Internship Coordinators, their advisors and professors, or they may find one themselves. All internships must be approved by their internship coordinator. Students may not do an internship with family.

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

Students may complete an internship in the fall, spring or summer semesters, but **they must be enrolled in ANEQ 487 the semester they complete the internship**. 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. The 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 Internship Coordinator has the primary responsibility of evaluating the internship experience. Evaluation forms will be sent to the student, the Internship Coordinator and the Cooperator. The Internship Coordinator will recommend the grade of either an "S" or "U." The final grade will be based on the evaluations and the recommendation from the Internship Coordinator.

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 Internship Coordinator and in Equine Science their On Campus Supervisor. The student is also required to write a minimum of 1 Facebook post on the Equine Science or 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 Internship Coordinator? How is that different from the Internship Cooperator?*

The Internship Coordinator is unique to each program within the Department of Animal Sciences. Brett Kaysen is the Internship Coordinator for the Animal Science Program while Tiare Santistevan is the Internship Coordinator for the Equine Science Program. This person is your key contact for your internship. The Internship Cooperator is the person in charge of your internship at your respective location. The Internship Cooperator is responsible for the Final Evaluation.

\*\*Equine Science Students-You also need an On Campus Supervisor-An On Campus Supervisor is a **faculty** member that you will communicate with throughout the duration of your internship.

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 Internship 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 Internship 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.