



Internship Agreement for: _____

The organization and nature of the internship and the selection of the internship mentor/host will be determined by mutual consent of the student, the unit leader (District Extension Administrator, County Extension Director, or other unit leader) and the student's academic advisor (if taken for course credit) prior to the beginning of the paid internship period.

This letter of agreement confirms the responsibilities of the mentor/host agent, the student intern and the academic advisor (as appropriate) in the internship, the beginning and ending dates of the internship, the intern's proposed work schedule, the intern's rate of compensation, and a general description of the proposed duties and responsibilities of the intern. This agreement, once signed, will be provided to the hosting unit, County Programs, and the academic advisor prior to the student reporting to the internship.

The variety in the size and function of the unit participating in the internship may, in some cases, require slight modifications of the procedures contained in these guidelines. Significant modification of these procedures should be mutually approved, and in writing, signed by all of the parties signing the original agreement.

Internship Hosting Unit: _____ **Mentor/Host Agent:** _____

Location of assigned internship: _____

Beginning date of the internship: _____ **Completion date of the internship:** _____

Will the intern be paid? Yes___ No___ **If yes, amount: \$**_____ **per**_____

Will the intern receive college credit for the internship? Yes___ No___

If yes, how many credit hours? _____

What is the intern's proposed weekly work schedule: _____

Brief description of intern's proposed duties and responsibilities: _____

The hosting unit/agency is under no obligation to offer full-time employment to the student prior to or after graduation. Likewise, the student is under no obligation to the unit/agency after completion of the prescribed work period(s) for the internship. Texas A&M AgriLife Extension Service may terminate the intern's appointment if the intern does not meet the normal work requirements of the organization or if it is determined (upon clear evidence) that the intern's presence is detrimental to the best interests of the hosting unit/agency.

If taken for course credit, the University may cancel the intern's appointment (upon clear evidence) that the work experiences do not contribute to the intern's professional competencies, or if the intern's personal actions are deemed to be detrimental to the best interests of the University or the hosting unit/agency.

Statement of Responsibilities

Student Intern: As the student intern enters the organization, he/she is expected to assume, as much as possible, the role of a regular staff member. The responsibilities include:

- 1) Adhering to unit/agency work hours, policies, procedures and rules governing professional staff behavior.
- 2) Adhering to unit/agency policies governing the observation of confidentiality and the handling of confidential information.
- 3) Assuming personal and professional responsibility for his/her actions and activities.
- 4) Maintaining professional relationships with unit/agency employees, customers and so forth.
- 5) Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
- 6) Relating and applying knowledge acquired in the academic setting to the unit/agency setting.
- 7) Developing self-awareness in regard to attitudes, values, behavior patterns, and so forth that influence work.
- 8) Preparing for and utilizing events, activities, and other opportunities of learning afforded in the unit/agency.
- 9) Being consistent and punctual in the submission of all work assignments to the mentor/host agent and academic advisor (as appropriate), including:
 - a. Record of Internship – A document describing the mission of the Texas A&M AgriLife Extension Service and its role within the land grant university system, responsibilities of Extension Agents and Faculty, a description of the assigned county/unit, and a description and analysis of the duties performed by the intern. The Record of Internship must be completed and submitted within ten working days of the completion of the internship.
 - b. Summary log of activities (optional).
 - c. Student Internship Evaluation – The evaluation should be completed and submitted at the end of the intern employment period or as soon as possible after that date. This form can be submitted at the same time as the Record of Internship.
- 10) Providing the faculty coordinator with periodic progress reports.

AGREED _____
Student Signature

Date: _____

Statement of Responsibilities

Employer: It is the responsibility of the mentor/host agent to provide direct, on-the-job supervision of the student intern which includes the following:

- 1) Orienting the student intern to the unit's/agency's structure and operations.
- 2) Orienting the student intern to the unit's/agency's policies and procedures regarding appropriate dress, office hours, applicable leave policies.
- 3) Introducing the student intern to the appropriate professional and clerical staff.
- 4) Providing the student intern with adequate resources necessary to accomplish job objectives.
- 5) Affording the student intern the opportunity to jointly participate in office interviews, meetings, conferences, projects, and other personnel and management functions.
- 6) Assigning and supervising the completion of tasks and responsibilities that are consistent with the student intern's role in the unit/agency.
- 7) Consulting the academic advisor and the County Programs Human Resources office in the event that personal, communication or other problems are disrupting the student intern's learning and performance.
- 8) Providing regularly scheduled conferences with the student intern.
- 9) Participating in joint and individual conferences with the student intern and academic advisor regarding the student intern's performance.
- 10) Submitting an evaluation on the student intern's job performance.
- 11) Ensuring employment and termination paperwork are completed and submitted on a timely basis.
- 12) Maintaining communications with intern after he or she completes the internship, and engaging in mentoring activities as deemed appropriate by both the student and the unit leader. Mentoring activities shall include but may not be limited to:
 - a) Supporting the intern with advice, feedback, and focus in learning job responsibilities and getting acquainted with the organization.
 - b) Guiding the intern through the new experiences he or she will encounter in Extension service work.
 - c) Allowing the intern to "test" new ideas and to discuss problems and solutions.
 - d) Providing a "power-free" relationship where there is mutual respect and exchange.

AGREED _____
Employer Signature (Mentor/Host Agent)

Date: _____

Statement of Responsibilities

Academic Advisor: The academic advisor will assist the student in achieving the stated objectives of the internship. The role of academic advisor involves:

- 1) Consulting with the unit leader and student intern on a regular basis regarding the student intern's performance.
- 2) Advising the student intern on written assignments and any additional activities or projects the student may engage in to maximize the internship experience.
- 3) Coordinating and facilitating the award of any academic credits available to the student upon completion of the internship.
- 4) Advising and promoting internship opportunities available within the Texas A&M AgriLife Extension Service to students in the respective academic department.
- 5) Completing and maintaining necessary records to fulfill academic department's requirements and expectations of the student internship.

AGREED _____
Academic Advisor Signature

Date: _____