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Ag Equine Programs
College of Agriculture, Food and Environment

EQM 399

Student & Supervisor Handbook



Internship

Equine Science and Management

EQM 399

Student & Supervisor

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Internship

Equine Science and Management

The Program



HISTORY

In the spring of 2005, the University of Kentucky's College of Agriculture set out to better serve Kentucky's multi-breed horse industry by building on the University's strong tradition of excellence in equine research, instruction, and service and to enhance the Commonwealth's status as the "Horse Capital of the World." The Equine Initiative (now UK Ag Equine Programs) was formed, developed a new equine science curriculum, and two years later began attracting students to the new Equine Science and Management degree program.

DEGREE

The University of Kentucky Equine Science and Management Degree is one of three stand-alone equine bachelor of science degrees offered at a land grant university. Under the curriculum structure, students choose among four emphasis areas to better tailor their education to their interests and career goals. University of Kentucky Equine Science and Management undergraduate degree program emphasis areas are science, business, community leadership and development, and forages/pasture management. Students must complete nine credit hours in one of three emphasis areas: science, business, and communications and leadership. Students need 12 credits in a single emphasis area and nine from any of the other areas. A three-credit, graded internship is required for the degree. For students to receive three credit hours for their internship, they will need to work 150 hours (one credit hour equals 50 work hours).

The Purpose

INTERNSHIPS

The National Society for Experiential Learning defines an internship as a carefully monitored work or volunteer experience in which an individual has intentional learning goals and reflects actively on what he or she is learning through the experience. Simply put, an internship is on-site work experience related to a student's career goals or field of interest that is supervised, professional, educational, and evaluated. Internships must be related to the industry, have clearly stated learning objectives, and consist of more than just routine, repetitive tasks. Students in the ESMA program at UK have completed internships from Wyoming to New York, all across Kentucky, and around the world. They have worked in equine hospitals, on racetracks, and in offices. Internships have varied from positions on breeding farms and in training barns, to helping put on equine-related events. Students have worked with numerous breeds and across disciplines while completing their EQM 399 requirement.

The Process

SELECTION

To be eligible to go on internship, you must have completed EQM 101, EQM 105, EQM 305, ASC 310, and ASC 320. In addition you need to have completed 60 credit hours. In EQM 101 you will participate in a strengths finder assessment to guide your internship selection process and then participate in job shadowing opportunities in EQM 106. If you are not enrolled in EQM 106 you will need to communicate with Ms. Robin to secure shadowing opportunities. In EQM 305, Ms. Robin will meet with students to review the process and highlight student agreement forms. Once student agreement forms have been submitted with intended areas of interest in the internships students will have access to highlighted internship list on SharePoint. If you were enrolled in EQM 305 prior to Fall 2018 and/or will take it your senior year you will be required to attend a mandatory internship meeting with Ms. Robin the semester prior to intending to intern.

REQUIREMENTS: PRIOR TO INTERNSHIP

Learning Contract

Once your internship site is approved by Ms. Robin, she will e-mail you a Learning Contract to fill out. The Learning Contract must be typed, spell checked, written with complete sentences, and filled out in detail regarding the duties of your internship. You will e-mail a completed draft to Savannah Robin at savannah.robin@uky.edu for review and she will send you any changes that need to be made. Once changes are made (if applicable), you will print, sign, and turn it into Savannah Robin. Once the Learning Contract and Goals Sheet are turned in, you will be enrolled in EQM 399.

If you fail to have your Learning Contract Sheet turned in BEFORE beginning your internship, your hours will not count towards the completion of the course.

DEADLINES TO OBTAIN INTERNSHIPS

Fall: September 15

Spring: January 30

Summer: April 15

* Learning contracts are due these dates

Pre-Internship Host Meeting

Once the learning contracts have been turned in and students are enrolled in EQM 399 a meeting between the internship host and student will be scheduled. The students and supervisors will review the handbook and evaluate the process to ensure all parties are on the same page.

Pre-Internship Meeting Time frame:

Fall/Spring

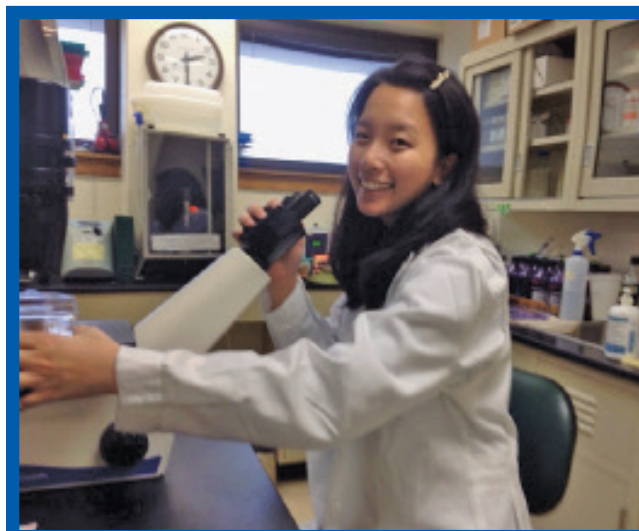
- Students who turn in contracts prior to the first day of classes for the semester and intend to begin in start of school each semester **should plan to meet the first full week of classes.**
- Students who turn in contracts after the first date of classes should expect to meet during the week following Sept. 15 and April 15.

Summer

- Students planning an internship for the summer should plan to meet the last week in April.

Professional Growth Plan

Students enrolled in EQM 399 are required to establish a professional growth plan prior to entering the internship. The purpose of a professional growth plan is to envision and set goals to make progress towards/and or achieve throughout the course of the internship. These should be SMART goals (specific, measurable, attainable, relevant and timely). Think of this as a road map into developing yourself as a professional in the field. These goals will be set at the pre-internship meeting with the host and approved by Ms. Robin. A second professional growth plan will be turned in at the culmination of the internship. Please see details pertaining to that in the next section. A template will be provided in CANVAS and on SharePoint.



REQUIREMENTS: WHILE ON INTERNSHIP

Hours Log

You will need to fulfill 150 contact hours for your three-credit internship (one credit hour = 50 work hours). You will need to keep track of the dates and times that you work at your internship in an Hours Log which should be typed. At the end of your internship, you will turn in your Hours Log with your supervisor's signature to Ms. Robin

Benchmark Evaluations

During your internship, you are required to complete benchmark evaluations. These will occur every 25 hours or biweekly (whichever comes first). This will be submitted via CANVAS. In some cases, Ms. Robin will conduct an on-site visit depending on your site and time permitting. Site supervisors will also be sent benchmark evaluations on your progress to ensure that you are upholding your expectations.

Assignments

Throughout your internship you will be assigned three written assignments to complete and submit via Canvas. These assignments will have rubrics and descriptions uploaded into the CANVAS classroom once you are enrolled. These will build up to the final assignment which will be a professional poster presentation and showcase.

REQUIREMENTS: AT THE END OF THE INTERNSHIP

Poster and showcase

At the culmination of the internship you will create, print and present a professional poster at an internship showcase. This will be held during dead week. Internship hosts and supervisors will be invited to attend as well as equine students and faculty. This will be your opportunity to showcase the skills you gained and content you applied during your internship experience. Summer students will have a different showcase format. Examples and rubric will be provided in CANVAS and SharePoint.

Final Professional Growth Plan

At the culmination of the internship students will be expected to meet with the supervisor and review the professional growth plan. During this meeting the supervisor and intern will determine the progress towards achieving the goals and the student will write a reflection of those goals and if necessary set new goals to work towards.



Tips for being a great intern!

- Take your internship seriously!
- Get in on time (**on time is EARLY**)!
- Listen carefully and take notes.
- Do **more** than is expected.
- Show up.
- **Know**, you don't know it all.
- Be proactive, ask for assignment or projects, there's always something to do.
- **Ask questions!**
- Take opportunities offered.
- Follow directions **but also** think about what you're doing.
- Be **eager** and **willing** to listen and learn.
- Understand that your success as an intern is (**almost**) entirely up to you!

Student Expectations

Besides all the course expectations as outlined above in the process section you will also be held to a high standard of professionalism.

Attendance

You are expected and required to show up to work on time and to complete the tasks given to you by your supervisor every day. Your attendance, reliability, commitment, and attitude will all be evaluated by your internship supervisor and reflected in your final grade. Failure to exhibit these professional characteristics can result in being removed from your internship and/or failing EQM 399. If you miss another course for your internship please note that your professor DOES NOT have to excuse it. Proper protocol is to ask for permission in advance and provide a written letter explaining the absence.

Attire

While on internship, you are required to wear appropriate professional clothing every day.
Bottoms: no shorts/skirts/dresses shorter than finger tip length, wrinkled clothing or low cut pants. No jeans unless approved by your supervisor.
Tops: You should only wear shirts with sleeves, a collar (either/or, a combination), no low cut/revealing or shear shirts, crop tops or shirts with collar bones exposed. Coordinate with your supervisor prior to beginning the internship to get a copy of additional dress code requirements. Please keep in mind that how you dress is a direct reflection of not only you but also the University of Kentucky.

Professionalism

It is important to be professional while on internship. As a representative of the business you intern with, you need to dress appropriately, act responsibly, communicate professionally, and complete your tasks to the best of your ability in a timely manner. You are expected to show respect to everyone you work with and be flexible. Obscene language or behavior of any kind is inexcusable and will not be tolerated.

Cell Phones and Electronics

You are strictly prohibited to use your cell phone, laptop, tablet, iPad for personal reasons while at your internship site. You are not allowed to text, make personal calls, read or write e-mail, or use the internet at any time while completing your internship hours. Violation of this will result in termination of your internship and/or a failing grade for EQM 399.

Alcohol and A Drug Free Policy

The use of alcoholic beverages and/or non-prescription drugs is absolutely prohibited during your internship. Students who fail to comply with this policy will be dismissed from their internship and subject to receiving an E for EQM 399. The University of Kentucky Equine Science and Management Internship Program is committed to providing safe internship experiences. Working with horses and farm equipment while under the influence of drugs or alcohol poses significant risks to your health and is a blatant disregard for the safety and welfare of others.

All students should be aware that some internship sites perform random drug tests as part of their pre-employment screening, and/or may require a drug/alcohol screening whenever there is a reasonable suspicion of drug/alcohol use while on the job or when there has been involvement in a workplace or vehicular accident.

Relationships

You should keep all relationships in the workplace professional. You should not pursue or reciprocate romantic relationships.

Resignation or Termination

Terminating your internship prior to your contracted time could lead to failure or withdraw from your academic course and impact your progress toward graduation. Please consult Ms. Robin or advisor before you terminate any internship assignment. If for any reason you are terminated from a position, you will fail the semester and be required to retake the course.



Overview

As an internship supervisor and host we are thrilled you have dedicated your time to helping develop and grow the next generation of equine industry professionals. With that being said, there are a few expectations this program has for the internship supervisors and it is important that those are highlighted for your review as well as the students.

Benchmark Evaluations

During the students internship, you will be asked to provide benchmark evaluation feedback. These will occur every 25 hours or two weeks (which ever comes first). This will be submitted via an online form format and sent to you via e-mail biweekly. In some cases, Ms. Robin will conduct an on-site visit depending on your site and time permitting. This will be an opportunity for you to express any thoughts you may have about the students progress and if you feel that they are contributing adequately. At the end of the internship you will be sent a final supervisor evaluation that will be a final component to the supervisor evaluation grade.

Learning Contract

As a part of the University policy, students will ask you to sign their learning contracts PRIOR to the start date of the internship. It is important to note that if you have not signed an internship contract you are not getting and intern through this program or they have not followed proper protocol. Please feel free to contact Savannah Robin with any questions pertaining to this.

DEADLINES TO OBTAIN INTERNSHIPS

Fall: September 15

Spring: January 30

Summer: April 15



Supervisor Expectations

Pre-Internship Host Meeting

Pending the supervisor schedule we will plan a pre-internship supervisor and intern meeting with all students enrolled in the course to review expectations and create the professional growth plan.

Professional Growth Planning

As a supervisor you are also a mentor to these students therefore your input in their professional growth plan is essential to their success at your farm, business or organization. At the pre-internship meeting you will have an active role in helping to develop their SMART goals and then at the culmination students should schedule a meeting with you to review the goals and their progress towards them before they report back on them. It may be beneficial for them to set new goals to move towards and your recommendations in that area as well will be helpful.

Internship Showcase & Reception

At the culmination of the internship students will be expected to create a professional poster to present at the internship showcase. You will receive an invitation and be encouraged to attend to see your intern present their progress from the internship and highlight the application of their coursework through their participation with you.

Student Termination

If the student is not the right fit for your organization please contact Savannah Robin immediately to figure out a solution to the situation. You ultimately have the right to terminate any intern if their behavior or professionalism is not up to the standard of you as an employer.

Outstanding Host Sites

If you are interested in applying for an outstanding internship host site award or nominating your student for outstanding intern. The application packets will be distributed at the mid-point of the internship.

Contract Deadlines

Fall: September 15

Spring: January 30

Summer: April 15

****If contracts are not submitted by these dates the student must move to the next semester unless otherwise approved.**

**Ag Equine Programs**

College of Agriculture, Food and Environment

EQM 399 Internship Program LEARNING CONTRACT

1. Please complete this contract with the internship coordinator.
2. Complete contracts must include student signature, faculty sponsor, and department chair approval.
3. Upon completion with department approval, submit your complete contract to N212 Ag North, Equine Programs office

Questions? Contact Savannah Robin, Internship Coordinator savannah.robin@uky.edu or 859-257-0166

Student Information

Student Name: _____

E-mail: _____

Phone: _____

Address: _____

City/ST/Zip: _____

Major: _____

College: _____

Class Level: _____

Student Number (*not SSN*): _____**Course Information**

Semester/Year: _____

Course: EQM 399Credit Hours: 3**Internship Partner Information**

Organization/Company Name: _____

Supervisor's Name: _____

E-mail: _____

Phone: _____

Address: _____

City/ST/Zip: _____

Hours

Starting Date: _____

Ending Date: _____

Total Number of Weeks: _____

Average Hours Per Week: _____

Total Hours Worked: _____

Note: 150 hours is the minimum number of hours that must be worked to earn 3 credits, hours worked over 150 hours will not result in any additional credit being earned.

Contract continued on page 2

1. Position Title & Type:

2. Describe the business/company will you be working for?

3. What type of responsibilities will you have?

4. **Describe the intended working times and dates (estimated per week) you anticipate working.**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Please Read Fully Before Signing

I understand that by signing this contract I am committed to obtaining 150 hours at my internship site, that I will be responsible for the tuition for the respective semester I am interning. I also understand that the course assignments outlined in the handbook and the syllabus will be expected of me in order to earn an adequate grade in this course. I am also stating that by signing this contract I have read and understand the expectations as outlined by the EQM Student and Supervisor Handbook and I agree to follow those expectations fully.

I also understand that I will be expected to participate in an internship orientation, complete the canvas components to the course and participate in the showcase with a professional poster at the culmination of the semester.

I also understand that my internship hours will NOT count until the learning contract has been signed by all parties, nor will hours obtained prior to the start date of the respective internship semester be included in the 150 hours.

Internship Coordinator: Savannah Robin
 Department: UK Ag Equine Programs
 Campus Address: N212 Ag Science North
 Phone: 859-257-2226
 E-mail: savannah.robin@uky.edu

Director of Undergraduate Studies: Dr. Kristine Urschel
 Department: Animal and Food Science
 Campus Address: 612 W.P. Garrigus
 Phone: 859-257-7748
 E-mail: klurschel@uky.edu

 Internship Coordinator Signature Date

 Director of Undergraduate Studies Signature Date

 Student Signature

 Date

Student Evaluation

Please complete the following evaluation of your internship experience.

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

EMAIL _____ PHONE _____

YEAR IN SCHOOL _____ INTERNSHIP SITE _____

INTERNSHIP SUPERVISOR _____

1 - 5 (1=Strongly Disagree; 5=Strongly Agree)	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
My internship was educational.					
My internship site was professional.					
My internship site was welcoming.					
My internship supervisor communicated well with me.					
My internship supervisor was knowledgeable.					
My internship supervisor explained things well.					
The goals for my internship were clearly outlined.					
My internship experience will help my career.					

Would you recommend your internship site to another student? Why or why not?

What was the best thing about your internship?

What could be changed to make your internship better?

Additional Comments:

Please return
 completed form to:
 Savannah Robin
 savannah.robin@uky.edu
 N212D Ag Science Center
 University of Kentucky
 Lexington, KY 40546-0091

Supervisor Evaluation

Please complete the evaluation below of the intern you supervised.

Would you like your evaluation to be kept confidential? YES_____

NAME _____

TITLE _____

ADDRESS _____

CITY, STATE, ZIP _____

EMAIL _____ PHONE _____

BUSINESS _____

INTERN NAME _____

1-5 (1=Strongly Disagree; 5=Strongly Agree)	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The intern was reliable.					
The intern was hard working.					
The intern's skills improved over the course of the internship.					
The intern communicated well with others.					
The intern was professional.					
The intern was willing to learn.					
The intern contributed positively to this organization.					
If an appropriate job opened I would hire this intern.					

Would you recommend hiring this intern to another business or organization? Why or why not?

Would you be interested in taking another intern? Why or why not?

What could be changed to make supervising an intern a better experience?

Additional Comments:

Please return
 completed form to:
 Savannah Robin
 savannah.robin@uky.edu
 N212D Ag Science Center
 University of Kentucky
 Lexington, KY 40546-0091

Student Agreement

Ag Equine Programs
College of Agriculture, Food and Environment

Semester I plan to go on Internship: _____

Type of Internship: _____

I understand the policies, requirements, and grading procedures for EQM 399 as outlined in the syllabus and student and supervisor handbook.

I understand that my learning contract is due before I can be enrolled in EQM 399 and the collection of my for-credit will not count prior to the semester start date and/or the date enrolled in the course.

I understand I will be required to attend an internship orientation with the internship coordinator prior to beginning the internship.

I understand I will be participating in an internship showcase at the culmination of the internship and presenting a professional poster about my experience at my internship.

I understand that my professional growth plan is due within one week of starting my internship.

I understand that the deadlines to secure an internship are as follows: Fall - Sept. 15, Spring - Jan. 30, Summer- April 15. **While these are last available dates the earlier your internship is secured the better.**

H-328 AUTHORIZATION TO OBTAIN/UTILIZE IMAGES

I, (print full name) _____, being eighteen (18) years of age or over, hereby grant permission to the University of Kentucky and its affiliates and subsidiaries, including but not limited to the UK Alumni Association, UK Athletics Association, and UK Research Foundation, to interview, photograph, and/or videotape me; and/or to supervise any others who may do the interview, photography, and/or videotaping; and/or to use and/or permit others to use information from the aforementioned interview and/or the aforementioned images in educational and promotional activities for the following without compensation:

- UK Educational Publications/Videos
- UK Electronics Publishing including, but not limited to, Internet and social media usage
- UK Promotion/Advertising
- Local/Regional/National News Media

Please return
completed form to:
Savannah Robin
savannah.robin@uky.edu
N212D Ag Science Center
University of Kentucky
Lexington, KY 40546-0091

Student Signature_____
Date

EQM 399 Checklist

INTERNSHIP SITE _____

START DATE _____

Student Agreement*

Learning Contract*

Professional Growth Plan (Pre-Internship)**

Benchmark Evaluations**

Student Evaluation*

Supervisor Evaluation*

Assignments (submitted on Canvas)**

Professional Poster**

Internship Showcase Presentation

Professional Growth Plan (Post-Internship)**

Hours Log

* Included in this handbook

** Rubric and assignment on CANVAS



Ag Equine Programs
College of Agriculture, Food and Environment

It starts with us.