



Industry Internship Manual



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Agricultural Economics - Industry Internship

The Agricultural Economics Industry Internship is an educational program between an Agricultural Economics or Agribusiness major in the Department of Agricultural Economics, College of Agriculture and Life Sciences, at Texas A&M University and approved industry employers who furnish facilities, instruction, and professional experience to help students improve the skills and knowledge needed in their chosen vocation. The internship student helps the employing agency or firm to meet peak demand for their employees and/or complete special projects.

Course Description

Agricultural Economics AGEC 484 - Internship (up to 6 hours credit)

For the three hours of AGEC 484 credit, the student's supervisor must submit an evaluation of the student's performance (refer to Appendix C - for the Supervisor Evaluation). In addition, the student must develop and present a professional presentation, using PowerPoint software, about his/her internship experience. Refer to Appendix D for the guidelines for preparing the PowerPoint presentation. The students may earn an additional one to three hours of credit by completing a written report. Refer to Appendix E for the guidelines for writing the report.

Course Objectives

1. To provide students an opportunity for an off-campus learning experience relevant to their individual educational programs.
2. To permit students' independent exploration of their career fields of interest and facilitate them in establishing career goals related to their specific interests and professional aspirations.
3. To increase students' motivation for their chosen field by integrating prior classroom instruction with planned and supervised practical experiences.
4. To prepare students for employment through field training and professional experiences.
5. To provide students the opportunity to develop professionalism and experience company culture through daily interaction with industry professionals.
6. To make students aware of additional training/experiences/courses necessary to reach their goals.

Eligibility

AGEC 484 can be used as either an Agricultural Economics Elective(s) or as an upper-level free elective(s). Internships may be enrolled in during each regular semester and during the ten-week summer session by students majoring in Agricultural Economics or Agribusiness. **Enrollment in these course(s) is limited to students who have completed at least 30 hours (12 hrs. of which must have been taken at Texas A&M University (TAMU)). A minimum cumulative Grade Point Ratio (GPR) at TAMU of 2.75 or higher overall, in major and in Common Body of Knowledge courses (i.e., CBKs), if applicable, is also required for those students who have**

completed between 30-60 hours. If the student has completed 61 or more hours, the minimum GPR at TAMU is a 2.5 overall, in major, and in CBKs, if applicable. The student also MUST HAVE COMPLETED the following course work: AGEC 105, ECON 202 or 203, MATH 141 & 142, AGEC 217, and ACCT 209 or 229, or the equivalents of these courses. Finally, if all of the above preconditions are satisfied, the student must obtain approval of the Faculty Internship Director, Dr. Dusty Menzies, and the Associate Department Head in the Undergraduate Program.

Operational Principles

The student industry internship concept, as practiced by Texas A&M University's Department of Agricultural Economics, has the following operational and philosophical principles:

1. Each student intern shall have well-defined work activities that are regarded as worthwhile by the cooperating agency or firm, the intern, and the Faculty Internship Director. Students in the internship program must be paid by the participating agency or firm. Only in special cases, to be approved in advance by the Faculty Internship Director, will a non-paid internship be approved.
2. Each intern shall develop specific learning objectives related to their academic program (refer to page 2 of appendix A) that can be readily identified and reviewed periodically throughout the work period.
3. Each intern shall be supported by the Department of Agricultural Economics, Faculty Internship Director, academic advisor, and a cooperating agency or firm representative. The roles of these individuals are assisting with task identification, establishing learning objectives, carrying out the task(s), counseling the intern, and carrying through with ideas and projects initiated.
4. Each intern shall contract as an independent agent with the cooperating agency or firm to do the work and pursue the learning objectives.
5. Each intern shall assess the work of his/her internship experience in a non-school setting and develop and present an oral report for the Faculty Internship Director, utilizing PowerPoint, addressing the items identified in Appendix D. This presentation constitutes a major component of the requirements for completing AGEC 484.
6. Each intern may also develop a written report, summarizing his/her internship experiences according to the materials presented in Appendix E. This report is the major requirement for earning six hours of academic credit for their internship.
7. The Department of Agricultural Economics at Texas A&M University will not provide any funds to support the student's internship.

Enrollment Procedures

1. Meet with Academic Advisor to determine if you meet the requirements to receive academic credit and how the credit could be used in your degree plan. Receive an industry internship credit form from advisor.
2. Prior to the beginning of the semester in which the internship is to be taken, the student must:
 - a. Have the “Plan for Internship Program” approved by the Faculty Internship Director, Dr. Dusty Menzies. Dr. Litzenberg will determine whether the proposed internship position will provide an experience that supports the student’s academic and career objectives. (Appendix A)
 - b. Further, the student should be assured that their interests and academic preparation will satisfy the demands of the cooperating agency or firm.
 - c. Completed Appendix A will be kept by the internship faculty director.
3. Return your completed and signed Industry Internship Credit form to the undergraduate office so that you can be registered in your internship credit during open registration.
4. Tuition **must** be paid by the appropriate deadline as indicated on the class schedule web site or the course(s) will automatically be canceled. This deadline is generally the day before classes start.
5. Submit completed Appendix B to the undergraduate office at the latest during the first week of your internship.
6. Enjoy your internship and work hard
7. At the end of your internship, Appendix C, supervisor evaluation, must be completed by your supervisor and returned to the internship faculty director.

Grading Procedures

After the industry internship is completed, the Faculty Internship Director will assign a grade(s) using the grading criteria identified below. Generally, the Faculty Internship Director will assign the student an “I” grade (Incomplete) at the end of the semester during which the internship experience occurred to allow the student time during the first 4-6 weeks of the following semester to develop and submit a written report and a professional presentation about their internship experience.

The final grade for the AGEC 484 Internship credit is calculated using the following criteria:

- 60% Context of Presentation;
- 20% Quality of Power Point Slides; and
- 20% Quality of Oral Presentation (Professionalism, Clarity of Speech and Presentation).

Industry Internship Advantages

The student has an opportunity to:

1. Gain an understanding of the relationship between classroom theory and its practical application.
2. Test career objectives to determine if there is a proper fit between career requirements and student objectives.
3. Improve interpersonal skills.
4. Develop professional work habits.
5. Become acquainted with people in professional occupations for potential job opportunities.
6. Earn funds to help support college education (internships must be paid unless approved in advance by the Faculty Internship Director).
7. Prepare for a smooth transition into full-time employment.
8. Retain student status while learning on the job.

The employer has an opportunity to:

1. Establish a pool of potential professional employees who have demonstrated their abilities.
2. Complete a special project or increase service during peak-demand periods.
3. Educate highly-motivated students about their industry.
4. Develop an efficient training program.
5. Send goodwill ambassadors back to campus to spread the word to other students about their company.
6. Assist the Department of Agricultural Economics at Texas A&M University in evaluating students as to their potential to perform in postgraduate careers.

The Department of Agricultural Economics has an opportunity to:

1. Receive student and industry feedback that can affect curriculum changes.
2. Reinforce positive relationships with the business community.
3. Increase rapport with community interests and encourage community support for University programs.
4. Demonstrate the Department of Agricultural Economics' concern and support for the development of individual students' academic program and professional career interests.

Responsibilities of the Principal Participants

The Student

Assisted by the student's academic advisor and the Faculty Internship Director, the student will seek out potential placement opportunities for the internship program. The student creates a resume, writes a cover letter, develops an internship search strategy, arranges for the job interviews, and procures his or her own employment site. The student then submits a "Plan for Internship" (Appendix A) for approval of the employment site by the Faculty Internship Director, Dr. Dusty Menzies, AGLS Building Room 212D.

While participating in the internship program, the student is expected to:

1. Work a minimum of 40 hours per week for 8 to 12 weeks. A total of 400 hours of work time is required.
2. Complete the tasks and activities outlined in the "Plan for Internship."
3. Conform to the normal work hours of the cooperating firm or volunteer agency.
4. Support the employer, keep the employer's business confidential, and work for the employer's best interests.
5. Request prior permission from both employer and the Faculty Internship Director for any leave periods.
6. Obtain a completed final evaluation form from his/her supervisor at the cooperating agency or firm (refer to Appendix C).
7. Prepare and deliver a PowerPoint presentation (Appendix D) at the designated time to complete the credit requirements for 1-3 hours of AGECE 484.
8. For those students choosing to earn 3-6 hours of AGECE 484 credit, they must develop and submit a final written report (Appendix E) at the designated time.

The Faculty Internship Director--Dr. Dusty Menzies, Room 212D, (979) 845-7624

The Faculty Internship Director and/or the student's academic advisor may recommend internship placement opportunities for students related to the student's interests. A list of current internship opportunities can be found in the [News Blog](#). Arrangements for such internships are to be initiated by the student and must be approved by the Faculty Internship Director before the start of his or her internship, and following the submission of documentation to justify the corporation of a particular agency or firm in providing the internship supervision.

The Faculty Internship Director reviews the plan to determine whether the planned internship:

1. Is an academically-relevant component of the learning process that is appropriate for University credit.
2. Involves initiative, creative opportunities, meaningful responsibilities and assignments - in contrast to routine or continuously repetitive work activities.
3. Provides the student a learning experience and the exposure needed to understand the opportunities, functions, and responsibilities of various agricultural and business disciplines.

4. Includes appropriate supervision and direction by qualified and interested persons.

Once the report and presentation are complete and turned in, the Faculty Internship Director will calculate and report the final grade(s) for the AGECE 484 Internship credit to the Office of Admission and Records.

The Cooperating Agency or Firm Supervisor

A representative of the agency or firm, approved to supervise an intern, interviews the potential candidate by telephone or in person where possible, prior to enrollment in the internship course(s) by the student. The final approval for registration is made by the Faculty Internship Director.

When the agency or firm selects a participant for the internship program, it is expected to provide a variety of educational experiences for the intern, utilizing a program sufficiently flexible to permit intern involvement in specific projects. The agency or firm assigns responsibility for supervision of the intern to a specific individual and a final review of the intern's performance is expected. Further, the agency or firm supervisor completes an evaluation form (Appendix C), comprised of two parts, appraising the student's performance. The first part, which is the Criteria Evaluation, includes the criteria/rating table, grade assignment, and a short answer section. The second part refers to the company acknowledgment/authorization form. The Industry Supervisor acknowledges receipt and review of the intern's Final Report summarizing his/her internship experience. Such acknowledgment serves the purpose of verifying the internship experiences, and authorizing the sharing of the report with other interested TAMU students. The completed form is then forwarded to the Faculty Internship Director.

The supervising agency or firm may provide wages, reimbursement for travel, or other remuneration arrangements while the student is on the internship. These arrangements are to be agreed upon by the cooperating agency or firm and the intern.

In conclusion, the Agricultural Economics Industry Internship is designed to provide undergraduate students an opportunity to explore career fields of interest, develop professional aspirations, integrate their prior classroom instruction with planned and supervised practical experience, prepare them for employment and make students aware of additional training and experiences necessary to reach their goals.

Any questions regarding the internship experience should be addressed to Dr. Dusty Menzies, Faculty Internship Director, (979) 845-7624, d-menzies@tamu.edu or the Undergrad office, Texas A&M University, Department of Agricultural Economics, mailstop 2124 TAMU, College Station, TX 77843-2124, (979) 845-4911.

Industry Internship Credit
Texas A&M University
Department of Agricultural Economics
Summer Credit

Name: _____

UIN: _____

Email: _____

Cell Phone: _____

Major & Option: _____

Total Number Hours Completed: _____

The following courses must be successfully completed prior to Registering for AGEC 484:

AGEC 105: _____ AGEC 217: _____ ECON 202 or 203: _____ ACCT 209 or 229: _____

Date Grades were Checked: _____

Grades Checked By: _____

Application needs to be held for current semester's grades: Yes _____ No _____

Honors Section of AGEC 484: Yes _____ No _____ Number of Credit hours to be received: _____

Year Credit will be earned : _____ Section/CRN of AGEC 484: _____

If earning more than 3 hours of credit, hours in addition to 3 can be placed on Fall schedule:

Number of Hours Enrolled in Summer _____ Number of Hours Enrolled in Fall _____

AGEC 484 Credit will be used on my degree plan as: _____

Company Name: _____ Internship Location: _____

In-Absentia: Yes _____ No _____ (In-Absentia internship must be more than 50 miles from College Station)

Did a faculty member help you acquire the internship? Yes _____ No _____ If so who: _____

Internship Faculty Director Signature

Date Registered

Student Signature

Dated Notified of Register

Advisor Signature

Industry Internship Credit
Texas A&M University
Department of Agricultural Economics
Spring and Fall Credit

Name: _____

UIN: _____

Email: _____

Cell Phone: _____

Major & Option: _____

Total Number Hours Completed: _____

The following courses must be successfully completed prior to Registering for AGEC 484:

AGEC 105: _____ AGEC 217: _____ ECON 202 or 203: _____ ACCT 209 or 229: _____

Date Grades were Checked: _____

Grades Checked By: _____

Application needs to be held for current semester's grades: Yes _____ No _____

Honors Section of AGEC 484: Yes _____ No _____ Number of Credit hours to be received: _____

Year and term credit will be earned : Fall _____ Spring: _____

Section/CRN of AGEC 484: _____

AGEC 484 Credit will be used on my degree plan as: _____

Company Name: _____ Internship Location: _____

In-Absentia: Yes _____ No _____ (In-Absentia internship must be more than 50 miles from College Station)

Did a faculty member help you acquire the internship? Yes _____ No _____ If so who: _____

Internship Faculty Director Signature

Student Signature

Advisor Signature

Date Registered

Dated Notified of Register

CRITERIA FOR RECEIVING CREDIT
AGEC 285, 291, 484, 485, or 491
TEXAS A&M UNIVERSITY
DEPARTMENT OF AGRICULTURAL ECONOMICS

Note: Students with less than 30 hours of credit are ineligible to receive credit.

For students who have completed 30-59 hours:

1. Must have completed the following courses:
 - AGEC 105
 - ECON 202 OR ECON 203
 - MATH 141 and MATH 142
 - AGEC 217
 - ACCT 209 or ACCT 229
2. Must have completed at least 12 graded hours at Texas A&M University
3. Must have a minimum GPR of 2.75 overall, in major, and in CBK courses (if applicable).
4. **Must have approval of supervising professor and department head or his/her designee before beginning the directed studies, research, or internship program.**

For students who have completed 60 or more hours:

1. Must have completed the following courses:
 - AGEC 105
 - ECON 202 OR ECON 203
 - MATH 141 and MATH 142
 - AGEC 217
 - ACCT 209 or ACCT 229
2. Must have completed at least 12 graded hours at Texas A&M University
3. Must have a minimum GPR of 2.5 overall, in major, and in CBK courses (if applicable.)
4. **Must have approval of supervising professor and department head or his/her designee before beginning the directed studies, research, or internship program.**

Note: In all cases the student should visit with their advisor about where this course work could possibly be used toward degree requirements. Receiving credit does not guarantee that the credit can be used toward degree requirements.

When completed, return this form to:

Department of Agricultural Economics
Undergraduate Office AGLS 214
College Station, TX 77843-2124
or FAX to: 979-458-1755

Questions?

e-mail agecoug@tamu.edu

or call (979) 845-4911

Appendix A
Plan for Internship Program*
Agricultural Economics Industry Internship Program
Department of Agricultural Economics
College of Agriculture and Life Sciences
Texas A&M University
214 AGLS Building, Mailstop 2124
College Station, TX 77843-2124

PLAN FOR INTERNSHIP PROGRAM Spring_____Summer_____Fall_____Year_____

Student's Name_____ UIN_____

Local Address_____ E-Mail_____

Local Phone_____ Cell Phone_____

Home Phone (Permanent)_____

Home Address_____
 Street or P.O. Box City State Zip Code

* This plan should be relevant to the student's academic program and must be approved **prior** to a student's beginning the internship by the Faculty Internship Director.

Plan for Internship Program, continued.

Supervisor _____ Supervising Agency or Firm_____

Agency's or Firm's Address _____
 Street City State Zip Code

Agency's or Firm's Telephone Number () _____

Type of Enterprise_____

Date and Duration of Internship _____

Internship Position Title _____

Internship Responsibilities _____

Specific learning objectives to be completed during the internship (i.e., what will you learn; these objectives must be relevant to student's academic program of study) include:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

I agree to prepare and make a formal PowerPoint presentation (according to the Guidelines appearing in Appendix D of the Industry Internship Manual) to the Department about my internship experience, including any suggestions I have for improvement of the program. The report is to be submitted to the Faculty Internship Director. If I choose to enroll in the additional AGEC 485 Directed Studies credit, then I will prepare a detailed, type-written, final report explaining my internship activities (according to the Guidelines appearing in Appendix E of the Industry Internship Manual). I will submit the report and presentation by _____.

Date

Student's Signature

Date

I have reviewed this Plan for Internship and find it consistent with the student's educational objectives.

When completed, return this form to:

Dr. Dusty Menzies

D-Menzies@tamu.edu

979-845-7046

Faculty Internship Director

Date

Appendix B
Cooperating Agency or Firm Approval Form
Agricultural Economics Industry Internship Program

Department of Agricultural Economics
College of Agriculture and Life Sciences
Texas A&M University
214 AGLS Building, Mailstop 2124
College Station, TX 77843-2124

Intern's Name _____ Semester FALL SPG SUM Year _____

(circle one)

Intern's Position/Title _____ Company Name _____

The cooperating agency or firm agrees to provide the student an opportunity to obtain actual experience in the areas outlined in the Plan for Internship Program. The student's immediate supervisor will be:

Name of Supervisor **(Please print)** Title

who agrees to evaluate the efforts of the student and forward an evaluation to the academic advisor on termination of employment.

Representative of Date
Cooperating Agency or Firm

Street Address

City State Zip Code

()

Business Phone Number

When completed, return this form to:

Undergraduate Office
Department of Agricultural Economics
Texas A&M University
Mailstop 2124 TAMU
College Station, TX 77843-2124
or FAX to: 979-458-1755

Questions?

e-mail: agecoug@tamu.edu

or call (979) 845-4911

Appendix C
Supervisor's Evaluation of Student
Performance during Internship Program
Agricultural Economics Industry Internship Program
 Department of Agricultural Economics
 College of Agriculture and Life Sciences
 Texas A&M University
 214 AGLS Building, Mailstop 2124
 College Station, TX 77843-2124
 FAX: 979-458-1755

Student's Name _____ Date _____

Job Title of Internship Position _____ Company _____

Supervisor Performing the Evaluation _____
 Name (please print)

_____ Title Telephone Number

We appreciate your cooperation in evaluating this student in terms of his or her performance on internship placement in your agency or firm. Your response will help the Faculty Internship Director in assigning a letter grade and in identifying areas requiring attention in the student's continuing professional development. Thank you for your cooperation.

Criteria:	Rating (Check One)			
A. Personal Characteristics	Excellent	Good	Fair	Unacceptable
1. Cooperates with management				
2. Cooperates with other workers				
3. Willingness to work				
4. Dependable				
5. Honest				
6. Ethical Behavior				
7. Shows initiative				
8. Appearance				
9. Personality				
10. Motivation				
11. Accepts supervision				
12. Accepts constructive criticism				

Supervisor's Rating Continued	Excellent	Good	Fair	Unacceptable
A. Personal Characteristics, continued				
13. Punctuality and attendance				
14. Professional attitude				
B. Skills				
1. Shows leadership ability				
2. Communication - speaking				
3. Communication - writing				
4. Learns new operations easily				
5. Adaptable to a variety of jobs				
C. Potential for career in this professional industry				

Please circle the letter grade that you believe the student should receive for his or her performance during the internship

A B C D F

- where:
- “A” signifies an overall superior performance. The student performed at or above your expectations in all internship requirements.
 - “B” indicates very high quality. Accomplished at least 85% of the required duties satisfactory.
 - “C” represents adequate performance. Achieved 75% of assigned objectives.
 - “D” certifies poor completion of assigned duties. Finished 60% of assigned objectives.
 - “F” demonstrates unsatisfactory performance. Fulfilled less than 60% of assigned objectives.

1. Was the student adequately prepared to work in your program at the beginning and throughout the internship period?

Yes No Somewhat

List the areas of adequate preparation and the areas where additional preparation would have improved the student's capability of work in your agency or firm.

Adequately Prepared		Additional Preparation Needed	
a		a	
b		b	
c		c	
d		d	
e		e	

2. How did the student demonstrate his or her acceptance of responsibility for program planning and implementation?

3. Did you receive your money's worth from this student? (i.e., Was his/her contribution to your firm worth at least as much as you paid him/her?)

Yes No Maybe

Comments _____

4. What recommendations do you have for this student to include in his/her remaining academic program to more adequately prepare the student for future professional roles?

5. Would you be willing to have a similar person for another internship at your agency or firm?

Yes No

If yes, we will add your name and address to our list of approved internship sites.

If no, would you please indicate the reason why your agency or firm can no longer participate in our Internship Program? This information will assist us in future planning.

6. Additional comments.

7. If you have any questions regarding this evaluation form, please contact the student's Faculty Internship Director by calling Dr. Dusty Menzies at 979-845-7624. Thank You

Signature

Title

Supervising Agency or Firm

Date

When completed, return this form to:

Dr. Dusty Menzies
d-menzies@tamu.edu
979-845-7046

Appendix D

Guidelines for the Student's PowerPoint Presentation

Agricultural Economics Industry Internship Program

Department of Agricultural Economics
College of Agriculture and Life Sciences
Texas A&M University
214 AGLS Building, Mailstop 2124
College Station, TX 77843-2124

The student should create a presentation which provides an overview of the internship experience. It should be between 14 and 16 minutes in length and include four major components.

Part I

This is an Executive Summary of your internship. This should not be a diary of every day's activities, but rather summarize your experience into 3-5 major categories. Please present any particular or extraordinary event that occurred, but do not try to present every daily activity.

Part II

This section should relate your internship experience to the positive aspects of your prior academic preparation. For example, identify courses that you have taken which were especially helpful in your internship activities. Also, indicate any particular business and/or economic concepts, principles, and tools that you have previously learned that were useful during your internship.

Part III

This part should identify any academic needs that your internship brought to light. For example, did you need more real estate principles, accounting, or marketing, etc. to effectively do your internship? What did you not know that you wish you had and now want to know?

Part IV

The final section should discuss your future career plans and your impact the internship may have had on those plans. Some students return from their internship thinking this is exactly what they want to do for their career. Others realize that the career they have had a chance to explore may not be for them at all. Therefore, this part of your presentation is to talk about what impact this work experience may have had on your career plans.

Your PowerPoint presentation should include a minimum of 10 slides, but no more than 20 slides. Prepare 3 sets of hard copy handouts, six slides per page, and bring them with you to your presentation. E-mail your PowerPoint file to litz@tamu.edu at least 24 hours prior to your presentation.

Appendix E

Guidelines for the Student's Final Report

AGRICULTURAL ECONOMICS INTERNSHIP PROGRAM
DEPARTMENT OF AGRICULTURAL ECONOMICS
College of Agriculture and Life Sciences
Texas A&M University
214 AGLS Building
College Station, TX 77843-2124

An internship experience is much more than a job. It is a valuable portion of your educational program in preparation for a professional career. For us to evaluate your progress and the outcome of your internship program, a report is needed from you describing what you have achieved during your internship. The preparation of this report will also help you evaluate your professional development leading to your career goals. Your report must be received by the Faculty Internship Director on the date agreed upon in the "Plan for Internship" or prior to the last class day of the semester. Reports are to be sent to Dr. Dusty Menzies at the Department of Agricultural Economics, Texas A&M University, 2124 TAMU, College Station, TX 77843-2124.

Final Report

The student should submit a detailed typewritten report (of approximately 5-6 pages) that reflects an evaluation of the complete internship program. The final report should include:

1. A record of the significant activities (not a daily log, but an Executive Summary of major activities).
2. A description of the organizational structure and function of the cooperating agency or firm sponsoring your internship. Describe your responsibilities and indicate your assignment within the overall organizational structure.
3. A discussion of how your preplanned objectives were implemented and the outcome of each.
4. A detailed description of the activities associated with your area of responsibility evaluated in relation to your interests and educational background.
5. An appraisal of the internship program relative to your interests, career goals, and courses already completed.
6. Your suggestions and recommendations to other students who might wish to pursue an internship with your cooperating agency or firm.
7. Changes you plan to make due to the internship experience (i.e., courses to take, career plan changes, etc).
8. Reference information for any materials used in the preparation of your report. Be sure and cite such references in the text where appropriate, i.e., at those points where the materials were used.

In addition to these specific points, you also may describe any other significant observation(s) or experience(s) associated with your internship not specified above. Your supervisor should be given the opportunity to review your report before you submit it to the Faculty Internship Director. This procedure will help to avoid release of any confidential or restricted information from your employer's point of view. Have your internship supervisor complete the following form and then include it as the last page in your Final Report prior to submitting the report to the Faculty Internship Director, Dr. Dusty Menzies.

Internship Supervisors- - Please review your intern’s Final Report summarizing his/her internship experience at your agency or firm and complete the following form. After doing so, please return the form to your intern and also mail a copy to Dr. Litzenberg at the following address. Thank you.

Dr. Dusty Menzies
Faculty Internship Director
Texas A&M University
Department of Agricultural Economics
Mail Stop 2124
College Station, TX 77843-2124

Please indicate your agreement by marking an “A” for agree in the designated blank or a “D” for your disagreement.

_____ I have received the Final Report prepared by <_____>
regarding <his/her> internship experience with my company during the <Fall/Spring/Summer>
semester of 20.

_____ I acknowledge the authenticity of the facts contained in the report to you, the Faculty Internship
Director, for grading purposes.

_____ I authorize sharing of this report with other TAMU students who may be interested in an
internship experience.

Internship Supervisor

Date