

## AGSM Summer Internship for Credit Requirements

**Overview:** The AGSM Committee will approve up to three hours of technical elective academic credit for qualifying summer internships in the AGSM BS Degree at Texas A&M University. Students must adhere to the following requirements to earn credit for an internship as a technical elective towards the BS Degree.

1. Pre-approval. The student must submit an application for credit to the AGSM Director for approval **before** the internship begins.
2. Credit hour determination. No more than three hours of technical elective credit will be granted for a pre-approved internship.
3. Completion requirements:
  - a. Complete the internship in good standing with provider and the department
  - b. Performance evaluation completed by the internship provider (supervisor)
  - c. Written report submitted to AGSM Committee
  - d. Oral presentation approved by AGSM Committee to an AGSM class, meeting, or similar activity

### Process for Approval:

The approval process and related application form for an AGSM student to earn internship credit must be completed before the internship begins. Review the requirements in this document and if your internship qualifies, fill out the AGSM Internship Application for Credit. When completed, follow the instructions for submission to the academic advisor for approval. The student will enroll in **AGSM 484 (Internship)** for the appropriate term and for the approved number of hours.

### What Internships Qualify?

The AGSM Curriculum Committee has final authority for approval of all internships for credit. The committee has established general requirements to evaluate whether or not an internship qualifies for credit towards the AGSM BS Degree.

1. Do the internship activities and duties relate to the general topics of instruction in the AGSM curriculum? These topics can include AGSM specific courses (201, 301, 310, 315, 325, 335, 337, 403, 470, 473) or AGSM related courses in the areas of Business or Ag Economics.
2. Is the internship for an entity or company traditionally associated with the Department such as the Texas Cotton Ginners Association, Texas Agricultural Cooperative Council, John Deere, Case IH, Bluebell, Texas Commission on Environmental Quality (TCEQ) or similar organizations that hire and employ AGSM graduates?
3. Does the internship provide a clear observation and involvement related to the management of people, money or machines, scheduling or multiple activities during the internship where the student works with different departments or groups across the organization or within the operation to get a better understanding how different departments and groups interface and work together?
4. Is the internship a full-time position? Part-time jobs will not be considered for internships.

**Internship Credit:**

The internship will be graded as Satisfactory/Unsatisfactory. An internship for credit is eligible for one to three credit hours depending on length of time the student spends at the internship. (No more than three hours internship credit counts for the AGSM Degree.) Internship credit guidelines have been established by the AGSM Curriculum Committee and are as follows:

1 credit hour Internships: 75 hours

2 credit hour Internships: 150 hours

3 credit hour Internships: 225 hours

**After the Internship is Completed:**

In order to the internship to qualify for academic credit towards the AGSM BS Degree, the following paperwork and activities must be completed.

1. The student must successfully complete the internship and be in good standing with the employer and the department.

2. The student's supervisor(s) during the internship is required to submit a general evaluation of the student's performance during the internship to the AGSM Curriculum Committee.

3. The student is required to write a 5-page paper (minimum) for submission to the AGSM Curriculum Committee describing the internship, addressing the following areas:

Overview of internship (location, company names, duration, supervisor name, etc.)

Specific duties and tasks, interactions with work force, customers, equipment, processes, etc.

Lessons learned and how it applied to AGSM

Challenges and how you overcame them

Courses that best prepared you for this internship

Impact on future career choices, network expansion, similar companies in this area

Recommendations for other students pursuing this or similar internship

4. The student is required to prepare a 10-minute presentation of their internship to either an AGSM class, AGSM Club Meeting, or similar type department activity.

**Assignment of Grades:**

Once all requirements are met, the instructor for the AGSM 484 (typically the AGSM Director) will assign the grade (S/U) in HOWDY.