

**ANFS 464 Field Experience**  
**Department of Animal and Food Science**

ANFS 464 is a course for students who want to receive credit for a supervised, faculty-monitored, career-related experience in one or more aspects of the animal science or food science industries. It is graded as P/F only. You may obtain a maximum of 3 credits per internship which requires 120 hours of internship work. A student may register for an internship during any semester. All the forms must be completed prior to registering for the internship. The student is responsible for securing the internship position; the position can be a paid or volunteer position.

**Student Learning Goals:**

1. Think critically; use quantitative reasoning, skeptical inquiry and the scientific approach to solve problems in animal and food sciences.
2. Effectively communicate scientific ideas orally and through writing
3. Demonstrate knowledge of major scientific concepts, social, economic and ethical implications in the animal and food sciences
4. Work collaboratively and independently, learning from diverse perspectives to assimilate knowledge and synthesize new solutions and ways of thinking.

The following definitions are explained to clarify the roles of participants in the internship program:

**Coordinator** – faculty member responsible for coordinating the internship program. Although not required to be, it is often your academic advisor.

**Supervisor** – the employer or person to whom the intern reports in the workplace

**Intern** – the student registered for ANFS 464

**Responsibilities/Requirements:**

1. Student is required to submit semi-monthly reports during the Fall and Spring semesters (or weekly reports during winter and summer session). The completed forms must be returned to the coordinator on a bi-weekly basis (usually the 1<sup>st</sup> and 15<sup>th</sup> of the month). The semi-monthly reports will be evaluated by the faculty coordinator at the end of the internship and constitute 25% of the final course evaluation.
2. The students must write a final report. Guidelines for the final report are provided. The report is due on the last day of classes for the term. It will be evaluated by the faculty coordinator and constitutes 50% of the final course evaluation.
3. The student must ask their Supervisor to fill out an evaluation form and send it to the faculty coordinator who will review the form. The Supervisors evaluation will constitute 25% of the final course evaluation.
4. The student will fill out an evaluation form and return it to the faculty coordinator with their final report.

**Grading for the course:**

ANFS 464 is graded as P/F only and the grade is assigned by the faculty coordinator. Students that receive a "P" or passing grade in ANFS 464 for 3 credits will satisfy the University Discovery Learning Experience (DLE) requirement. The requirements for achieving a P grade in ANFS 464 follow and are weighted as indicated:

Intern Supervisor's Evaluation 25%

Semi Monthly Reports 25%

Final Report evaluated by Faculty Coordinator 50%

**ANFS 464 MEMORANDUM OF AGREEMENT**

Student Name \_\_\_\_\_ ID# \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ GPA: \_\_\_\_\_ Student Year (FR, SO, JR, SR) \_\_\_\_\_

Faculty Coordinator \_\_\_\_\_ Email \_\_\_\_\_

Internship Supervisor (at location of internship) \_\_\_\_\_ Email \_\_\_\_\_

Internship Location: \_\_\_\_\_ Internship Phone \_\_\_\_\_

Internship Semester \_\_\_\_\_ Credit hours \_\_\_\_\_

Students enrolled in ANFS 464 will be expected to keep a weekly written log of experiences gained, value of these experiences, and their importance in the internship program. The weekly logs are summarized in semi-monthly reports which are mailed to the faculty Coordinator. A final report summarizing the total program experience will be submitted to the faculty Coordinator by the student. The student should plan to reserve sometime during the last week of the internship for preparation of the final report, which is due on the last day of class for the term. Final evaluations will be completed by the student, the internship supervisor, and the faculty Coordinator.

A total of 3 credits will be permitted under ANFS 464 in the major and 6 credits for the B.S. degree. It is anticipated that the student will spend a minimum of 40 hours working on the internship for each credit hour received.

**Describe the internship in terms of anticipated experiences and activities:**

**APPROVED:**

\_\_\_\_\_  
STUDENT \_\_\_\_\_  
DATE

\_\_\_\_\_  
FACULTY COORDINATOR \_\_\_\_\_  
DATE

\_\_\_\_\_  
INTERNSHIP SUPERVISOR \_\_\_\_\_  
DATE

\_\_\_\_\_  
CHAIRPERSON or designee \_\_\_\_\_  
DATE

**ANFS 464 SEMIMONTHLY REPORT**

Student Name \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Internship Supervisor Name \_\_\_\_\_ Email \_\_\_\_\_

Date \_\_\_\_\_

**INSTRUCTIONS:** Provide the information requested below. A written comment is expected in each category. Due on or about the 1st and the 15th of each month.

Brief outline of activities since the last report:

What new insights, knowledge and experiences have been gained since the last report?

Identify any areas of concern, frustration or problems which have surfaced or may develop in the future.

What general comments or suggestions can be made at this point?

## **ANFS 464 GUIDELINES FOR THE FINAL REPORT**

### **Purpose of Report**

As indicated in the memorandum of agreement, each student is to submit a final report to the on-campus faculty Coordinator. The purpose of this final report is to summarize the internship experience. Generally the report is not distributed to the internship supervisor. New or unique experiences should be emphasized, particularly those concerning the objectives of the internship. The report gives the student an opportunity to write his or her reflection on the program and express those things that have the most meaning now that this course for credit is completed.

Student should keep copies of their log and semimonthly reports and use these notes to write their final report. Some students begin the writing of their report during the last two or three weeks of the program in order to complete it by the last day of class.

### **Format**

The length of the typed report should fall 3500-5000 words. A typed copy is required. Care should be given to format, correct spelling, punctuation, and grammar.

### **Content**

The report should include an introduction, a discussion of the different aspects of the internship and a reflective conclusion. The introduction will serve as an opening statement and should include where and with whom the internship was accomplished and the objectives of the learning experience. The major content of the report should relate those items that seem of prime importance to student in terms of what was learned, unique experiences gained and new methodology observed. This part of the report provides the opportunity to write considerable detail about a facet of the internship experience that was most educational or meaningful. In the last portion of the report, the student should reflect on their most important conclusions about the experience.

### **Due Date**

The report and evaluations are due the last day of class for the semester in which you are registered for the course.

**ANFS 464 INTERNSHIP SUPERVISOR LEARNING OUTCOMES ASSESSMENT**

Internship Location \_\_\_\_\_ Internship Semester \_\_\_\_\_

Name of Student \_\_\_\_\_ Student Year (FR, SO, JR, SR) \_\_\_\_\_

Using the rubric below, please evaluate the following learning goals for the above named student. Not all of the examples will be appropriate for each internship program so please consider the general categories if you do not see examples relevant to your internship experience. Please circle the appropriate score for each learning goal.

| <b>Learning Goals</b>   | <b>Excellent<br/>(A)</b> | <b>Good<br/>(B)</b> | <b>Average<br/>(C)</b> | <b>Needs<br/>Improvement (D)</b> |
|---|--------------------------|---------------------|------------------------|----------------------------------|
| <b>1. Critical Thinking</b><br><i>Ability to learn, solve problems, generate new ideas, and evaluate alternative points of view. Asks relevant questions. Evidence of self-directed research. (20 pts)</i>  | 20                       | 17                  | 15                     | 13                               |
| <b>2a. Written Communication</b><br><i>Courtesy and professionalism in email. Effectiveness of written reports, lab journals, educational materials, newsletters, fact sheets, research papers. (10 pts)</i>  | 10                       | 8                   | 7                      | 7                                |
| <b>2b. Oral Communication</b><br><i>Courtesy and professionalism in Interactions with peers, interactions with supervisor. Effective oral presentations, oral reports. Ability to communicate new ideas. (10 pts)</i>                                     | 10                       | 8                   | 7                      | 7                                |
| <b>3. Topic Knowledge</b><br><i>Mastered topic knowledge during the course of this experience. (20 pts)</i>   | 20                       | 17                  | 15                     | 13                               |
| <b>4. Work collaboratively and independently</b><br><i>Learning from diverse perspectives to synthesize new solutions (20 pts)</i>  | 20                       | 17                  | 15                     | 13                               |
| <b>5. Professional Development Skills</b><br><i>Works without supervision, willing to receive guidance, dependable, thorough, works effectively in a team, views failure as opportunity; respects diversity, listens, dresses appropriately. (20 pts)</i> | 20                       | 17                  | 15                     | 13                               |
| <b>COLUMN TOTAL</b>   |                          |                     |                        |                                  |
| <b>GRAND TOTAL</b> _____  |                          |                     |                        |                                  |



## ANFS 464 STUDENT LEARNING OUTCOMES SELF-ASSESSMENT

Internship Location \_\_\_\_\_ Internship Semester \_\_\_\_\_

Name of Student \_\_\_\_\_ Student Year (FR, SO, JR, SR) \_\_\_\_\_

Using the rubric below, please evaluate your own performance during this internship for each of the following learning goals. Not all of the examples will be appropriate for each internship program so please consider the general categories if you do not see examples relevant to your internship experience. Please circle the appropriate score for each learning goal.

| <b>Learning Goals</b>   | <b>Excellent<br/>(A)</b> | <b>Good<br/>(B)</b> | <b>Average<br/>(C)</b> | <b>Needs<br/>Improvement (D)</b> |
|---|--------------------------|---------------------|------------------------|----------------------------------|
| <b>1. Critical Thinking</b><br><i>Ability to learn, solve problems, generate new ideas, and evaluate alternative points of view. Asks relevant questions. Evidence of self-directed research. (20 pts)</i>  | 20                       | 17                  | 15                     | 13                               |
| <b>2a. Written Communication</b><br><i>Courtesy and professionalism in email. Effectiveness of written reports, lab journals, educational materials, newsletters, fact sheets, research papers. (10 pts)</i>  | 10                       | 8                   | 7                      | 7                                |
| <b>2b. Oral Communication</b><br><i>Courtesy and professionalism in Interactions with peers, interactions with supervisor. Effective oral presentations, oral reports. Ability to communicate new ideas. (10 pts)</i>                                     | 10                       | 8                   | 7                      | 7                                |
| <b>3. Topic Knowledge</b><br><i>Mastered topic knowledge during the course of this experience. (25 pts)</i>   | 20                       | 17                  | 15                     | 13                               |
| <b>4. Work collaboratively and independently</b><br><i>Learning from diverse perspectives to synthesize new solutions (20 pts)</i>  | 20                       | 17                  | 15                     | 13                               |
| <b>5. Professional Development Skills</b><br><i>Works without supervision, willing to receive guidance, dependable, thorough, works effectively in a team, views failure as opportunity; respects diversity, listens, dresses appropriately. (20 pts)</i> | 20                       | 17                  | 15                     | 13                               |
| <b>COLUMN TOTAL</b>   |                          |                     |                        |                                  |
| <b>GRAND TOTAL</b> _____  |                          |                     |                        |                                  |

**General Question**

1. In considering your overall internship program, what were the strengths?

Weaknesses?

2. Would you recommend this internship program for other students who might follow you? Why or why not?

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Please return this evaluation to your on-campus Faculty Coordinator by the last day of the class.

***Faculty Coordinator, please return this form (or a copy) to the Assessment Committee.***



# ANFS ASSESSMENT ORAL RUBRIC

COURSE ID: \_\_\_\_\_

STUDENT YEAR: FR SO JR SR (please circle one)

|   | Excellent (A)  | Good (B) | Average (C) | Needs Improvement (D)  | STUDENT GRADE |
|---|--|----------|-------------|--|---------------|
| Content/Knowledge base<br>30pts           | Material presented is accurate and relevant. Excellent use of examples, facts, and/or statistics to provide depth and focus. (30pts)                           | (25pts)  | (22pts)     | Material presented contains many inaccuracies and lacks relevance. Examples, facts, and/or statistics are lacking or inappropriate. (20pts)  |               |
| Presentation & Delivery<br>30pts          | Effective, direct eye contact. Displays enthusiasm and confidence. Speaks clearly and at an appropriate pace. Does not read support material. (30pts)          | (25pts)  | (22pts)     | No eye contact with audience. Reads from support material. Speaker displays nervousness and has trouble recovering from mistakes. No interest in topic displayed. Talks very fast or speaks too quietly. (20pts) |               |
| Organization<br>15pts                     | Presentation is logical and interesting. Captivates audience and flows well. (15pts)   | (13pts)  | (11.5pts)   | Cannot understand presentation because there is no sequence of information. (10pts)  |               |
| Language<br>10pts                         | Excellent use of appropriate vocabulary. No grammatical errors. (10pts)  | (8.5pts) | (7.5pts)    | Inappropriate use of vocabulary. Excessive grammatical errors. (6.5pts)  |               |
| Visual Aids & Multimedia Support<br>10pts | Figures, tables, images, and sounds are well prepared, informative, and effective, enhance overall presentation. Excellent balance of text and images. (10pts) | (8.5pts) | (7.5pts)    | Figures, tables, images, and sounds are lacking, poorly chosen, and/or distracting. Nearly all text or all aids. (6.5pts)  |               |
| Timing<br>5pts                            | Within assigned time limits. (5pts)  | (4pts)   | (3pts)      | Excessively long or short. (2pts)  |               |
| Total                                     |  |          |             |  |               |

Faculty Member, please return this form (or a copy) to the Assessment Committee.

# ANFS ASSESSMENT WRITING RUBRIC

COURSE ID: \_\_\_\_\_

STUDENT YEAR: FR SO JR SR (please circle one)

|                                     | Excellent (A)  | Good (B) | Average (C) | Needs Improvement (D)   | STUDENT GRADE |
|-------------------------------------|--|----------|-------------|---|---------------|
| Content/Ideas<br>30pts              | Writing is confident and clearly focused. It holds the reader's attention. Relevant details enrich writing. (30pts)          | (25pts)  | (22pts)     | Writing does not clearly communicate knowledge. Length is not adequate for development. Reader is left with questions. (20pts)                    |               |
| Organization<br>25pts               | Writing includes a strong beginning, middle, and end, with clear transitions and a focused closure. (25pts)                  | (21pts)  | (18pts)     | Writing is brief and loosely organized. Transitions and closure is weak. (16pts)  |               |
| Vocabulary/<br>Word Choice<br>25pts | Effective and engaging use of word choice. Writing is skillfully adapted to the audience. (25pts)                            | (21pts)  | (18pts)     | Language is vague or flat. Shows limited use of varied word choice. Writer's point of view shows little or vague sense of their audience. (16pts) |               |
| Sentence<br>Fluency<br>10pts        | Consistent variety of sentence structure throughout. (10pts)   | (8.5pts) | (7.5pts)    | Presence of run-ons or fragments. There is limited variety in sentence structure. (6.5 pts)   |               |
| Conventions<br>10pts                | Consistent agreement between parts of speech. No mechanical errors. Creative and effective spelling strategies used. (10pts) | (8.5pts) | (7.5pts)    | Errors present in agreement between parts or speech and mechanics. Little evidence of spelling strategies. (6.5pts)                               |               |
| Total                               |  |          |             |   |               |

*Faculty Member, please return this form (or a copy) to the Assessment Committee.*