



WASHINGTON STATE UNIVERSITY

**College of Agricultural, Human,
and Natural Resource Sciences**

INTERNSHIP HANDBOOK

2024-25



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Dear Students and Internship Mentors,

Thank you for being a part of the College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) internship program! We know that experiential learning transforms the way we work and live and adds to the growth of our educational experiences. We are excited about the real-world experiences that each student gains through their internships. CAHNRS prioritizes the development of the next generation of professionals through internships led by WSU faculty, staff, and industry partners.

This program is designed to be mutually beneficial to students, faculty, staff, and industry partners. Student interns will spend an academic term or summer with a faculty, staff, or industry mentor to acquire meaningful hands-on experience that expands their understanding of how the industry works and exposes them to essential skills they must acquire or develop to be successful in the field. In return, mentors will have access to an energetic, enthusiastic, and creative worker, who may become a future employee or colleague. By working with a mentor, the intern will learn relevant skills, and be better equipped to enter the workforce and make a significant contribution.

Please review the guidelines in this handbook and communicate with personnel from the Student Success and Academic Programs Office if you need assistance throughout the process. We are available at cahnrs.majors@wsu.edu or by telephone at 509-335-4562 with questions, comments, and/or concerns.

Again, thank you for participating in the CAHNRS Internship Program! We look forward to working with you!

Sincerely,

Nancy Deringer
Interim Associate Dean,
Student Success and Academic Programs

Judy Hopkins
Career and Internship Coordinator
Student Success and Academic Programs

INTERNSHIP BASICS

What You Should Know

An internship is an on-site, pre-professional experience designed to provide students with exposure to skills, duties, and responsibilities associated with a job opportunity in their intended career path. Students enrolled in a B.S. or a B.A. degree within the College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) are either required or strongly recommended, depending on the major, to complete an internship or other hands-on learning experience.

Internships consist of a minimum of 45 contact hours per academic credit, and students must enroll in the appropriate number of credits of Internship/Professional Experience under a CAHNRS prefix directly related to the student's major during the period in which the internship occurs. Contact hours include work time, meetings, seminars, conferences, etc. associated with the internship. As a rule, students must work three (3) hours per week per academic credit received for the semester. Please direct any inquiry to the course instructor.

Language associated with internship experiences is used throughout this Handbook. The following list defines the terminology. The following section is a list of important definitions used throughout the Handbook.

INTERNSHIP DEFINITIONS:

Affiliation Agreement: A required document for any student doing a CAHNRS internship for credit outside of WSU, with an external partner. This contract is a legal agreement between the student, WSU, and the external industry partner, focusing on the legal obligations of the student experience. This contract agreement additionally includes the CAHNRS Internship Learning Plan with an academic focus and must be in place at the beginning of the student's internship.

Internship Learning Plan: This is the only required document for credit-bearing CAHNRS internships *within* the WSU system. No other documentation is required. This document must be signed by the **Faculty/Staff Mentor, the student, and the Internship Coordinator or Course Instructor** for the course the student is enrolled in.

Student Intern: A CAHNRS undergraduate student participating in an internship experience for course credit that will fulfill the requirements of their degree program or be counted as elective credits toward a CAHNRS major that does not require an internship. All documents should be submitted to the course instructor.

Student Liability Insurance: Most CAHNRS students doing internships **outside of the university** will need Student Intern (non-medical) Professional Liability Insurance. This insurance can be purchased online through the WSU Risk Management Services website: <https://crmo.wsu.edu/insurance-rm/>. It is not required to purchase through WSU, but this is the most cost-effective route. If there is an increase in risk to the population being served the internship may require Student Allied Health (Medical) Intern Liability Insurance. The course instructor or Internship Coordinator will know the specific requirements. It is the responsibility of the student to obtain this insurance.

Industry Partner: The organization, company, or affiliate the student will be working for during the internship experience outside of WSU. This person fulfills the **Internship Mentor** role as an external partner.

Faculty/Staff Mentor: An internal WSU faculty member who fulfills the **Internship Mentor** role from *within* the university.

Internship Mentor: An external **Industry Partner** OR internal **Faculty/Staff Mentor** assigned to the student intern to support and guide them through the internship experience. The Internship Mentor is normally the individual who directly oversees the student's work on projects or is paired with the student based on common career goals or interests.

CAHNRS Internship Coordinators: The Internship Coordinator serves as the main point of contact for the student intern, the Industry Partner, or the Faculty Mentor before, during, and after the internship process. This person should be contacted to address concerns, questions, or comments about the process or the student intern. All documents should be submitted to the Internship Coordinator.

Academic Success and Career Center (ASCC): The [ASCC](#) provides comprehensive career services for job and internship searches for all WSU students including CAHNRS. Additionally, they support employer partners' posting of these experiences. Located on the Pullman campus in Lighty 180 and can be reached by phone at 509-335-6000.

If CAHNRS programs have their own Handbook, they will serve to provide their own specific guidelines.

INTERNSHIP GUIDELINES: STUDENT INTERNS

The Student Intern Experience

Intern Experience: Internship opportunities provide you with a practical application of what you are learning in an academic setting to real-world scenarios. Internships take you beyond the realm of what someone is exposed to in a job where you are simply paid to execute a task. You are challenged to expand your learning beyond the mechanics of the responsibilities to gain an understanding of the goals and objectives. The following list describes what you are required to do to prepare for and to complete your internship:

Finding an Internship

1. Utilize resources to identify available internship opportunities.
 - A. Handshake: [joinhandshake.com/](https://www.joinhandshake.com/)
 - B. [Career Fair & Networking Nights](#)
 - C. [CAHNRS internship postings & career events](#)
 - D. [Academic Success and Career Center](#)
2. Discuss options with your Academic Advisor and Internship Coordinator to determine which internship best suits your needs and interests.
3. Network with faculty, friends, and family members about opportunities in organizations they are associated with that interest you.

Applying for an Internship

1. Create a current resume and cover letter. For assistance, visit the WSU career services center located in the Academic Success and Career Center.
2. Complete the appropriate paperwork to apply for the internship, or if you found the internship on Handshake, input your information online.
3. Check and respond to emails, phone messages, and Handshake for communication from potential employers, and respond promptly and professionally.
4. If an interview is required for the internship, dress professionally in business attire and be prepared to answer questions about your experience level, what you are looking for, your work ethic, and why you are well suited for the position, etc. For interview tips, please visit the Academic Success and Career Center.
5. There will be specific requirements for specific programs and courses.

Preparing for the Internship

- Confirm your plans with your Academic Advisor and Internship.

- Coordinator/Course Instructor.
- Register for the appropriate internship course and the appropriate number of credits using my.wsu.edu Contact your advisor if enrollment is restricted.

Internal Internships

- Complete the **Internship Learning Plan** (attachment A). Return the document to your Internship Coordinator.

External Internships: If your internship is with a partner EXTERNAL to WSU you need to take these steps:

1. Complete the **Internship Learning Plan** (attachment A). Return the document to your Internship Coordinator.
2. Procure Student Liability Insurance through WSU here: <https://crmo.wsu.edu/insurance-rm/>. This link will also be provided on the CAHNRS Jobs & Internships website.
3. It is the responsibility of the intern to send the **Internship Affiliation Agreement** to the mentor for clarification and signature.

During the Internship

1. Meet with your internship mentor regularly to become familiar with the day-to-day responsibilities and duties associated with their position and to discuss your progress in fulfilling their expectations of you during the internship experience.
2. Complete a **Mid-Way Check-In** at the halfway point of your internship.
3. Remind your internship mentor to complete and submit their **Mid-Way Evaluation**.

Completing the Internship

1. Complete the CAHNRS end-of-semester or term **Student Evaluation Survey**. Links to these documents can also be found on the CAHNRS Jobs & Internships web pages.
2. Remind your Internship Mentor to fill out the end-of-semester or term **Mentor Evaluation Survey**.
3. Send your Internship Mentor a thank you card to acknowledge them and show your appreciation for the opportunity as a follow-up to your internship experience.

INTERNSHIP GUIDELINES: MENTORS

The Internship Mentor Experience

Internship Mentor: An ideal mentor is a professional in the field who is committed to, and capable of, providing structure for the internship experience and constructive feedback to the student intern. An excellent mentor will take the time to connect with the student intern in a meaningful way so that the intern can learn from your wisdom and experience. Part of your responsibilities is to convey and model the core values and goals of your organization to the intern in an impactful way.

Preparing for the Internship

- If you are a **WSU internal Internship Mentor**, please review, and sign the **CAHNRS Internship Learning Plan** (Attachment A) and return it to the Internship Coordinator. Provide student feedback on their Statement of Intent, within that Learning Plan. WSU Faculty & Staff mentors are responsible for training or ensuring the training of student interns on any specific **safety protocols** required in their labs or internship locations.
- If you are an **Internship Mentor external** to WSU, please review and complete the CAHNRS **Internship Learning Plan** (Attachment A) and the **Affiliation Agreement** (Attachment B) required for external credit-bearing internships before your internship begins. Any safety protocols or training for your internship setting must be provided for the intern.

During The Internship

- Provide the student intern with an orientation to the workplace. Explain the activities involved in the experience and define workplace expectations.
- Arrange a suitable time for regular meetings with the student intern to allow for mentoring and discussion regarding their progress throughout the internship.
- Complete the **Mid-Way Evaluation** at the halfway point of the student's internship experience to document progress, make comments, or identify concerns.

Completing the Internship

- Complete the end-of-semester or term **Mentor Evaluation Survey** to evaluate the internship experience overall and review with your student intern.

Other Mentoring Activities:

The challenge for the internship mentor is to provide a well-rounded, productive experience that supports the student intern in gaining professional competence and confidence in a modern, diverse workplace. Please consider incorporating the following activities into the experience as appropriate:

- If the student intern completes the responsibilities of the project in a timely manner, please provide the intern with a wider array of more challenging tasks.

- Help the student to gain insight into both the “what” and the “why” of your organization.
- Discuss policies and procedures for completing tasks, assessing productivity, quality assurance, etc., with the student intern.
- Introduce the student intern to others working with them at the internship site.
- Invite the student intern to attend a conference, seminar, or discussion related to the job.

Internship Timeline

Timeline	Description
Before the start of the internship	<p><u>Internal Internships</u></p> <ul style="list-style-type: none"> • <u>Complete the Internship Learning Plan</u> • The Student Intern should work with the Internship Coordinator to complete and sign the Learning Plan and then send it to the Course Instructor for approval & signature if these are two separate individuals. • After the Course Instructor's approval & signature, the student can send the Learning Plan to their WSU Faculty or Staff Mentor for approval & signature. • After the student intern, Faculty/Staff and Course Instructors have all signed, the document can be returned to the Internship Coordinator. <p><u>External Internships</u></p> <ul style="list-style-type: none"> • <u>Complete the Internship Learning Plan</u> • The Student Intern should work with the Internship Coordinator to complete the steps above • <u>Complete the Affiliation Agreement</u> • The CAHNRS Internship Affiliation Agreement, should be completed in the same manner as the above document, and then send both to their Internship Mentor/ Industry Partner for review and signature. • After the course instructor and • <u>Procure Student Liability Insurance:</u> https://crmo.wsu.edu/insurance-rm/.
The Halfway point	<p>Complete the Mid-Way Evaluation</p> <ul style="list-style-type: none"> • <u>Student Mid-Way Evaluation</u> • <u>Mentor Mid-Way Evaluation</u>
End of Internship	<p>Complete end-of-semester Evaluation Survey</p> <ul style="list-style-type: none"> • <u>Student Evaluation Survey</u> • <u>Mentor Evaluation Survey</u>

Resources

Departmental Contact Information for Internships:

Apparel, Merchandising, Design, and Textiles:

- Kelli Gardner-Schrand – Academic Coordinator: k.gardner_schrand@wsu.edu

Animal Sciences:

- Scott Brown, Academic Coordinator: scott.a.brown@wsu.edu

Crop and Soil Sciences (Agricultural & Food Systems):

- Colette Casavant – Director of Student Success: colette.casavant@wsu.edu
- Catherine Perillo – Assoc Professor: cperillo@wsu.edu

Economic Sciences:

- Eric Jessup – Professor: eric_jessup@wsu.edu
- Shanna Hiscock – Academic Coordinator: shanna.hiscock@wsu.edu

Environmental Sciences:

- Allyson Beall King – Director: abeall@wsu.edu
- Alecia Hoene – Academic Coordinator: alecia.hoene@wsu.edu

Food Science:

- Mariana Castro– Academic Coordinator mariana.castro@wsu.edu

Horticulture (Integrated Plant Sciences):

- Ade Snider – Academic/Internship Coordinator: amsnider@wsu.edu

Human Development:

- Rich Giles - Academic Coordinator: richard.giles@wsu.edu

Viticulture and Enology

- Jean Dodson Peterson – Department Chair: jdodson.peterson@wsu.edu

Department Payroll Contacts/Admin Managers

Apparel, Merchandising, Design, and Textiles:

- General Admin: amdt@wsu.edu
- Arpita Goswami Chanda: a.goswamichanda@wsu.edu

Animal Sciences:

- Amelia Johnson: ansci.personnel@wsu.edu

Crops and Soil Sciences:

- Laine Bowie: lbowie@wsu.edu
- Tammy Cunningham: t.cunningham@wsu.edu

Economic Sciences:

- Rich Hoeft: hoeftr@wsu.edu

Environmental Sciences:

- Jessica Billings: jbillings1976@wsu.edu

Food Science:

- Jane Lawford: lawford@wsu.edu
- Sara Spies: sara.spies@wsu.edu

Horticulture (Integrated Plant Sciences):

- Cheryl Rajcich: cherylr@wsu.edu

Human Development:

- Angela Merrill: awight@wsu.edu
- Debra Barnett: debarnett@wsu.edu

Viticulture and Enology

- Kary Balcom: kary.balcom@wsu.edu