CENTRAL TEXAS COLLEGE
SYLLABUS FOR AGMG 2486
AGRICULTURE INTERNSHIP
Semester Hours Credit: 4

INSTRUCTOR: J
OFFICE HOURS:

I. INTRODUCTION

A. Students are able to work in a hands-on experience at an approved work site. This gives knowledge in a student’s career field that will aid in career decisions.

B. The course is required to meet curriculum requirements for the CTC programs for the Associate in Applied Science and Certificates in Agriculture.

C. The course is occupationally related in that it will aid students in making decisions concerning their specific major and career.

D. Prerequisite(s): None

II. LEARNING OUTCOMES

Upon successful completion of this course, Agriculture Internship, the student will be able to:

A. Apply and complete the various tasks involved in that career field, as well as all related areas of that field. (C1, C2, C4, C5, C6, C7, C9, C11, C12, C15, C18, F1, F2, F5, F6, F7, F14, F15, F16)

B. Describe the occupation that he/she is interested in. (C1, C2, C3, C4, C5, C12, F1, F2, F5, F6, F8, F14, F16)

C. Communicate information in writing and submit to instructor on topics such as current happenings in Agriculture and occupational opportunities in Agriculture. (C3, C5, C6, C7, C8, C10, C12, C18, F1, F2, F6, F11, F15, F16)

III. INSTRUCTIONAL MATERIAL

None required

IV. COURSE REQUIREMENTS
A. Hands-on work experience: Students will work at an approved work site for 336 hours.

B. Reports: Students will be required to prepare written and oral reports.

V. EXAMINATIONS

There will be no examinations given in the class.

VI. SEMESTER GRADE COMPUTATION

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Supervisor evaluations</td>
<td>25%</td>
</tr>
<tr>
<td>Student journal</td>
<td>25%</td>
</tr>
<tr>
<td>Written summary report</td>
<td>25%</td>
</tr>
<tr>
<td>Oral presentation</td>
<td>25%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE COURSE INSTRUCTOR

A. Course Withdrawal: It is the student’s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

<table>
<thead>
<tr>
<th>Semester Length</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>10-week semester</td>
<td>Friday of the 8th week</td>
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<tr>
<td>8-week semester</td>
<td>Friday of the 6th week</td>
</tr>
<tr>
<td>5-week semester</td>
<td>Friday of the 4th week</td>
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The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of “W” provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the college before they may be considered for withdrawal.

A student may not withdrawal from a class for which the instructor has previously issued the student a grade of “F” or “FN” for nonattendance.
B. **Administrative Withdrawal:** An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. **Incomplete Grade:** The College catalog states, “An incomplete grade may be given in those cases where the student has completed the majority of the coursework, but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course…” Prior approval from the instructor is required before the grade of “I” for Incomplete is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an “F” for the course.

D. **Cellular Phones and Beepers:** Cellular phones and beepers will be turned off while the student is in the classroom or laboratory.

E. **American’s With Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.

G. **Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

VIII. **COURSE REQUIREMENTS**

A. Each student must be enrolled in the section of “Agriculture Internship” – AGMG 2486 for four semester hours.

B. Each student must have an internship position set up at an approved internship site before enrolling in the course.
C. Each student must log a minimum of 336 clock hours per semester at the internship site.

D. Each student will keep a log/journal of his/her activities at the internship site. This journal will include the time worked each day, activities or duties each day, and any comments or questions that might be pertinent to the supervisor or course instructor.

E. Each student will also be required to present a written summary of the activities and experiences that he/she took part in during the internship.

F. Each student will also be required to present an oral presentation/slide show to the instructor, other students and other faculty. This presentation should give a summary of the internship activities and learning experiences. Students are encouraged to take a small, inexpensive camera, with the proper speed slide film out on the internship. These slides will be a valuable asset to the presentation.

G. The internship will last a minimum of 10 weeks, to be completed within the same time frame as the long summer session (ten weeks) or one long semester (sixteen weeks). Upon completion of the session, students will return to the main campus to give the oral presentation and turn in other assignments.

H. If students have questions, comments, or any trouble at the internship site, please notify the instructor immediately.

I. Each student will also be required to complete an internship agreement with the site supervisor and the course instructor.