

# INTERNSHIPS

A C E S C E S F A S

## CESFAS Internship Application and Evaluation Process

Please submit application packet at least two weeks before the internship start date to your faculty advisor. The packet should include the following items:

- a. Completed internship application form
- b. Detailed outline of internship goals and objectives (see below for details on goals and objectives). Both items (*a* and *b* above) should be prepared using a word processor such as Microsoft Word and submitted as hard copy as well as email attachments to the faculty advisor.

The faculty advisor will review your application packet and may request further information. Once the faculty advisor is satisfied, he or she will forward the packet to the undergraduate program coordinator and department head for final approval. Once the request is approved, students can enroll for the departmental course (Example: AECC 300) formally start the internship program.

### **Student Intern Obligations and Expectations:**

1. The internship duration is budgeted for 12 weeks of work for 40 hours a week of actual work experience. Work conducted during the internship should be related to a professional career in value-added agriculture sectors.
2. Compensation will be provided by New Mexico State University. Interns during the summer of 2025 will receive \$15/hour of employment, maximum hours a week are 40. As an employee of NMSU you are expected to present yourself in a professional manner.
3. NMSU requires interns to provide qualifying identification for employment. Please refer to the NMSU Employment Guidelines for additional details.
4. The intern is expected to follow the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that the intern ask for clarification regarding such matters from the host company when the internship begins.
5. The intern is responsible for maintaining contact with CESFAS, NMSU major department, and the internship host employer at all times. This includes requesting time off, sick leave, termination, and HR issues that may arise. Requesting time off for any reason must be done via email or written correspondence in advance.
6. Due to the nature of the Internship arrangement, you may not withdraw from a site except in severe and justifiable circumstances as determined by CESFAS in consultation with your host employer. A dishonorable dismissal could result in the failure of your internship. It may also result in loss of continuing student status as dictated by the NMSU Registrar's office, which can affect financial aid, health insurance, and other student eligibility.



7. Upon completion of the internship program, students are required to submit a written report and present a professional quality presentation to an undergraduate course in department during the **Fall 2025** semester. Intern is also expected to provide digital files of both the written report as well as the presentation to assigned faculty and CESFAS.
8. The intern will follow all policies and procedures of the CESFAS Internship Program, as well as the university policies for classes. This includes completion of assignments related to the internship or special topics credits in which you may be enrolled.
9. Once the internship review packet is complete, the faculty advisor will determine the number of credit hours and assign course grade based on his evaluation of student performance and forward the complete packet to undergraduate program coordinator and the department head for final approval.
10. Students who successfully complete the program will receive an S (satisfactory) grade (or U for unsatisfactory performance) for the internship course.
11. Evaluation: The internship evaluation packet will include the following items:
  - a. Written report: Students are required to submit a written report describing the nature of the work conducted, type of knowledge gained, and how internship objectives were achieved. The report should be between five to ten pages long and should satisfy the following formatting requirements: i) prepared using a word processor, ii) double spaced, iii) one-inch margins, iv) font size 12 points (Times New Roman or Arial) or 11 points (Calibri). Photos, tables and graphics are acceptable.
  - b. Supervisor's Performance Evaluation: Faculty advisor will request internship supervisor to provide a performance evaluation. The supervisor's report should indicate whether each of the objectives outlined in the internship proposal have been achieved. This evaluation should be provided to CESFAS.
  - c. Formal PowerPoint Presentation: Students are expected to prepare a PowerPoint presentation and give approximately 30 minutes formal presentation based on their internship work experience. The faculty advisor will make arrangements for the formal presentation within the student's department.

### **Internship Goals and Objectives**

In consultation with your internship supervisor, prepare a list of specific objectives (should be at least five objectives) you plan to achieve from the internship. For each objective, explain how you plan to measure the success (i.e., explain how your supervisor or faculty advisor will know whether you have met your goals). The internship goals and objectives should be well thought out and professionally presented (i.e., don't write down a one-word goal with no way of measuring your success).



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## CEFAS Internship Application Form Intern Information

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First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_ NMSU Student ID # \_\_\_\_\_  
Major: \_\_\_\_\_ Are you a full-time NMSU Student? Yes \_\_\_\_\_ No \_\_\_\_\_

### Personnel Contact Information

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

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### Internship Assignment

Name of Institution/Business where you will be working as an intern

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Supervisor's Position in Company: \_\_\_\_\_

Supervisor's Mailing Address: \_\_\_\_\_

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Supervisor's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Name of Faculty Advisor and Department



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and Environmental Sciences  
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