

## COURSE OUTLINE

Internship

Course title

AG 223

Dept. & Course No.

I. **COURSE DESCRIPTION:** This course provides the student practical training in Agricultural Science. With the assistance of an instructor-coordinator, the student is assigned to work under a supervisor in a governmental department or a private business firm in order to learn through an actual work experience.

II. **SEMESTER CREDITS:** 4

III. **CONTACT HOURS PER WEEK:**

<u>0</u>	<u>12</u>	<u>12</u>
Lecture	Lab	Total

IV. **PREREQUISITE:** Program completion evaluation

V. **STUDENT LEARNING OUTCOMES:**

IV. **COURSE CONTENT**

Upon the completion of the training, the student will be able, with 65% accuracy, to:

1. Demonstrate proper employee behaviors and work habits

A. Behavior/Work Habits

1. Punctuality
2. Attitude
3. Dependability
4. Honesty
5. Personal Hygiene
6. Interpersonal Relations

2. Perform agricultural science tasks as assigned by the site supervisor.

B. Task Application

VII. **MATERIALS AND EQUIPMENT:**

Will be provided by the site supervisor where applicable

VIII. **TEXTS AND REFERENCES:** None

IX. **METHOD OF INSTRUCTION:**

Students will perform assigned agricultural science tasks under the supervision and training of a designated site supervisor.

X. **METHOD OF EVALUATION:**

The student will be evaluated based on the internship training rating sheet.

The transmutation of percent to letter grade is as follows:

90-100%.....	A
80-89%.....	B
70-79%.....	C
65-69%.....	D
0-64%.....	F

**Palau Community College**  
**Course Learning Outcomes**  
**AG 223 Internship**

During the course experience, the **course learning outcomes** (CLO) will be assessed through the use of signature assignments. A rating scale will be used to determine the students' proficiency level of each CLO using specifically aligned assignments. The numerical rating of 4,3,2 and 1 are not intended to represent the traditional school grading system of A, B, C, D and F. The descriptions associated with each of the numbers focus on the level of student performance for each of the course learning outcome listed below.

**Course Learning Outcome 1: Demonstrate proper employee behaviors and work habits.**

<b>Punctuality</b>	4	Always (100% of the time)	2	Occasionally (75% to 89% of the time)
	3	Almost always (90% of the time)	1	Seldom (below 75% of the time)
<b>Attitude</b>	4	Always (100% of the time)	2	Occasionally (75% to 89% of the time)
	3	Almost always (90% of the time)	1	Seldom (below 75% of the time)
<b>Dependability</b>	4	Always (100% of the time)	2	Occasionally (75% to 89% of the time)
	3	Almost always (90% of the time)	1	Seldom (below 75% of the time)
<b>Honesty</b>	4	Always (100% of the time)	2	Occasionally (75% to 89% of the time)
	3	Almost always (90% of the time)	1	Seldom (below 75% of the time)
<b>Personal Hygiene</b>	4	Always (100% of the time)	2	Occasionally (75% to 89% of the time)
	3	Almost always (90% of the time)	1	Seldom (below 75% of the time)
<b>Interpersonal Relations</b>	4	Always (100% of the time)	2	Occasionally (75% to 89% of the time)
	3	Almost always (90% of the time)	1	Seldom (below 75% of the time)

**Course Learning Outcome 2: Perform agricultural science tasks as assigned by a site supervisor.**

<b>Task/Activity Name</b>		<b>Rating Scale</b>		
<b>1.</b>	4	Outstanding (performs tasks / activities without assistance)	2	Developing (performs tasks / activities with regular assistance)
	3	Proficient (performs tasks / activities with minimal assistance)	1	Emerging (unable to perform tasks / activities even with regular assistance)
<b>2.</b>	4	Outstanding (performs tasks / activities without assistance)	2	Developing (performs tasks / activities with regular assistance)
	3	Proficient (performs tasks / activities with minimal assistance)	1	Emerging (unable to perform tasks / activities even with regular assistance)
<b>3.</b>	4	Outstanding (performs tasks / activities without assistance)	2	Developing (performs tasks / activities with regular assistance)
	3	Proficient (performs tasks / activities with minimal assistance)	1	Emerging (unable to perform tasks / activities even with regular assistance)
<b>4.</b>	4	Outstanding (performs tasks / activities without assistance)	2	Developing (performs tasks / activities with regular assistance)
	3	Proficient (performs tasks / activities with minimal assistance)	1	Emerging (unable to perform tasks / activities even with regular assistance)
<b>5.</b>	4	Outstanding (performs tasks / activities without assistance)	2	Developing (performs tasks / activities with regular assistance)
	3	Proficient (performs tasks / activities with minimal assistance)	1	Emerging (unable to perform tasks / activities even with regular assistance)

**Palau Community College  
Internship Training Rating Sheet**

Student's Name: \_\_\_\_\_ Major: \_\_\_\_\_ Position: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Evaluator: \_\_\_\_\_ Duration of Training: (From) \_\_\_\_\_ (To) \_\_\_\_\_

**Employer's evaluation of student's internship training performance:**

**Rating Scale: 4 – Excellent (A)    3 – Above Average (B)    2 – Average (C)    1 – Below Average (D)    0 – Poor (F)**

Behavior/Work Habit	4	3	2	1	0	Comments (Strengths or areas that need improvements)
1. Punctuality						
2. Attitude						
3. Dependability						
4. Honesty						
5. Personal Hygiene						
6. Interpersonal Relations						
<b>Task/Activity Name</b> (List all tasks/activities performed by the student during the internship period with your rating. Comments should be provided for each task.)	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Comments (Strengths or areas that need improvements)</b>
1.						
2.						
3.						
4.						
5.						

**Final Grade:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

**Signature and Date**



**PALAU COMMUNITY COLLEGE  
INTERNSHIP TRAINING PROGRAM  
PROGRAM EXPECTATIONS**

**Site Supervisor (Evaluator):** The site supervisor acts as the lead instructor. As such, it is his/her responsibility to assign tasks that are related to the student's major and to supervise as necessary such tasks. The level of supervision will depend on the task and the student's proficiency in that area. Tasks are to be recorded on the Internship Rating Sheet and the student will be rated according to the proficiency level he/she performed at during the time the student worked on such task. Comments should be provided for each completed task. Should there be any problems/concerns with the performance of the student intern, the site supervisor should contact and meet with the internship coordinator as soon as possible. A final grade will be given by the site supervisor based on the task ratings that the student earned through his or her performance of said tasks.

**Student Intern:** The student's responsibility as an intern is to successfully perform the necessary number of hours needed to complete the course requirement. As such, this student should have the attitude that this is his/her opportunity to practice his/her program learned skills in a work environment. He/she should perform the assigned tasks to the best of his/her ability, ask questions when necessary and seek assistance when needed. Should there be any problems/concerns with the site supervisor, the student intern should contact and meet with the internship coordinator as soon as possible.

**Internship Coordinator:** The internship coordinator is the liaison officer between the student and the site supervisor. It is his/her responsibility to place the student in an appropriate site location that best fits the student's program. In addition, the internship coordinator will conduct at least four (4) site visits during the internship duration. Any problems/concerns from either the site supervisor or student intern will be handled by the internship coordinator. In addition, the internship coordinator will be responsible for the assessments of both the course and the student. Assessment and grading will be based on the site supervisor's ratings and comments. The internship coordinator will submit both the final grade and the course assessment to the proper personnel.

## AG 223 SUGGESTED TASK LIST

1. Checks condition of tools and equipment before using and returns them to proper places after use
2. Uses appropriate tools in cultivation
3. Performs correctly the procedures of tillage and cultivation
4. Demonstrates efficiency in land preparation to prevent run off
5. Cultivates across the contour correctly
6. Cultivates soil uniformly with even depth
7. Constructs standard sizes, height, and distances of planting beds
8. Maintains the cleanliness and orderliness of the farm to prevent pathogens and pest occurrence
9. Monitors regularly the signs and symptoms of a disease outbreak
10. Integrates cultural control measures of pests
11. Disposes farm animal wastes and plant debris properly
12. Diagnoses plants and animal disease symptoms accurately
13. Applies proper treatment at the right stage/time
14. Uses the right dosage of treatment
15. Observes safety rules by wearing protective gears when using pesticides
16. Follows standards in the use, handling, safekeeping, and disposal of pesticides
17. Identifies the correct maturity indices of crops before harvesting
18. Follows standards and schedules of harvesting crops
19. Performs harvesting of crops on appropriate time of the day
20. Uses proper tools in harvesting crops
21. Cleans and pack harvested products in proper containers
22. Disposes crop debris properly
23. Demonstrates skills in the harvesting process to minimize crop injuries and damages
24. Feeds animals with the right kind and amount of feedstuffs on time
25. Provides the required amount of drinking water every time
26. Maintains cleanliness of feeders and waterers at all times
27. Feeds animals of the same ages separately
28. Uses the required classes of feeds for each of the animal growth stage
29. Performs supplemental feeding using nutritive forages
30. Provides drinking water just after feeding and at noon time
31. Uses tools correctly following the procedures to minimize feed losses
32. Collects wet/dirty beddings of animals every 3 days and piles into the compost boxes
33. Collects weed clippings and fallen leaves by sweeping the farm just after trimming the grasses and put into the compost pile
34. Mixes animal wastes and plant debris correctly into the compost boxes to ensure a required C:N ratio during composting
35. Maintains the right temperature of the compost to hasten decomposition