

Palau Community College
Course Learning Outcomes
AG223 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 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.

Rating Scale:

- 3 Exceeds Expectations**
- 2 Meets Expectations**
- 1 Below Expectations**

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

| | | | | |
|--------------------------------|---|--|---|--|
| Punctuality | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| | 2 | Meets Expectations (80% to 89% of the time) | | |
| Attitude | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| | 2 | Meets Expectations (80% to 89% of the time) | | |
| Dependability | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| | 2 | Meets Expectations (80% to 89% of the time) | | |
| Honesty | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| | 2 | Meets Expectations (80% to 89% of the time) | | |
| Personal Hygiene | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| | 2 | Meets Expectations (80% to 89% of the time) | | |
| Interpersonal Relations | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| | 2 | Meets Expectations (80% to 89% of the time) | | |

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

| Task/Activity Name | Rating Scale | | | |
|---------------------------|---------------------|--|--|--|
| | | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 |
| 1. | 2 | Meets Expectations (80% to 89% of the time) | | |
| | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| 2. | 2 | Meets Expectations (80% to 89% of the time) | | |
| | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| 3. | 2 | Meets Expectations (80% to 89% of the time) | | |
| | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| 4. | 2 | Meets Expectations (80% to 89% of the time) | | |
| | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| 5. | 2 | Meets Expectations (80% to 89% of the time) | | |
| | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |

**Palau Community College
Internship Training Rating Sheet**

Student's Name: _____

Major: _____

Position: _____

Employer: _____

Phone: _____

Evaluator: _____

Duration of Training: (From) _____ (To) _____

**PLEASE PLACE A ✓ IN THE CORRESPONDING NUMBERED BOX WHEN EVALUATING THE STUDENT'S SKILLS.
COMMENTS ARE ENCOURAGED TO ASSIST INSTRUCTORS IN IMPROVING STUDENT PERFORMANCE.**

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

**Rating Scale: 3 – Exceeds Expectations 2 – Meets Expectations 1 – Below Expectations
(see next page for explanation)**

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

Evaluator: _____
Signature and Date

Please use the following criteria to evaluate the student's performance:

Below Expectations – Student intern performs major duties / tasks to which they are assigned well below the level expected by the supervisor. Student requires constant and increasing amounts of supervision. Work is routinely returned to the student intern for revision, reassigned to others for rework, or student intern needs to continually work on the same assigned task. Student intern may show an indifference to his/her performance and resists mentoring.

Met Expectations – Student intern performs major duties / tasks to which they are assigned as expected on a regular basis. Student regularly achieves the expected outcomes with the appropriate level of supervision and with the timelines communicated to the intern by the supervisor. Work requires moderate improvements.

Exceeds Expectations – Student intern performs major duties / tasks to which he/she is assigned to a level well beyond supervisor's expectations. Work is performed within stated deadlines with little to no supervision. Final product is consistently high quality, professional work that is expected of a professional with more experience and requires minimal if any, improvements. Student may seek additional projects or tasks independently rather than waiting for assignments.

NOTE: In addition to the rating of 3,2, or 1, comments will help in determining the final grade for the intern. The final grade needs to reflect the student's skills as accurately as possible to potential employers after graduation.

**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 internship coordinator 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 communicate at least two (2) times during the internship duration. He/she may also visit the site location. 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 and grade 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 INTERNSHIP 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 at 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 feedstuff 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 |