



## *Internship Program Guidelines & Requirements*

- 1) The internship must be full-time (approximately 40 hours/week) for approximately three months.
- 2) The Intern must have a desire/plans to begin a career in farm management, agricultural consulting, or rural appraisal related, or a combination thereof upon college graduation.
- 3) Intern must have:
  - a.) Completed or be a junior or senior in college.
- 4) Internship activities must be 100% farm management, agricultural consulting, or rural appraisal related, or a combination thereof.
- 5) The Intern has not been employed by host company for farm management, agricultural consulting or rural appraisal duties.
- 6) The Intern must be directly supervised by a Chapter member in good standing working in farm management, agricultural consulting, or rural appraisal.
- 7) The intern must have a separate work station.
- 8) The intern must become a student member of the Chapter prior to the start of the internship.
- 9) The Intern's compensation is to be based upon industry standards for similar internship positions (currently \$15 per hour).
- 10) The Intern Program funding objective is to provide income for the Host Company to pay the Intern during the Intern Program.
- 11) Total amount of Chapter reimbursement for each application shall be determined by the Chapter Foundation Board of Directors and shall not exceed a total of \$7,200 per intern.
- 12) Chapter reimbursement will be made to the individual or organization hosting the intern, upon completion of the internship and proof of payroll activity.
- 13) The Scholarship Committee Chairman, or a designated Committee Member, shall communicate (phone call, zoom, email, or in person) with the Student Intern at least once during the internship to assess work activities being assigned to the intern, and to monitor the success of the Intern Scholarship.
- 14) Intern must interview with Committee during the intern selection process.
- 15) Chapter members interested in hosting an intern under this program must submit an Intern Request form to the Chapter Scholarship Committee Chairman for review by the Committee.

- 16) Prospective interns must submit an Intern Application form to the Chapter Scholarship Committee Chairman for review by the Committee.
- 17) Committee Chair to complete a written or verbal interview of both the intern and host company separately at end of internship.
- 18) The deadline for applications is May 1<sup>st</sup>