



Internship Program Guidelines & Requirements

- 1) The internship may be full-time (40 hours/week) or part-time (20 hours/week) for up to twelve weeks during the Spring, Summer or Fall. (*First come first serve basis for scholarship funds*)
- 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.) Freshman, Sophomore, Junior, or Senior in College or recently graduated within one year of applying. (*Preference given to Junior, Senior, or recent graduate*)
- 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/California minimum wage.
- 10) The Intern Program funding objective is to reimburse the Host Company for paying 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.
- 12) Chapter reimbursement will be made to the individual or organization hosting the intern, after completion of the internship and proof of payroll activity.
- 13) The Scholarship & Internship 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 & Internship Committee Chairman for review by the Committee.

- 16) Prospective interns must submit an Intern Application form and resume to the Chapter Scholarship & Internship Committee Chairman for review by the Committee.
- 17) Selected intern by the Committee must be approved by the Board of Directors.
- 18) Committee Chair to complete a written or verbal interview of both the intern and Host Company separately at end of internship.
- 19) Host Company shall maintain a daily time log of Intern's tasks. Brokerage activities will not be reimbursed. No portion of the Internship will be reimbursed if an Intern's time spent on brokerage exceeds 35% of their working time.
- 20) The deadline for applications is February 15 for Spring, May 15 for Summer, and August 15 for Fall.