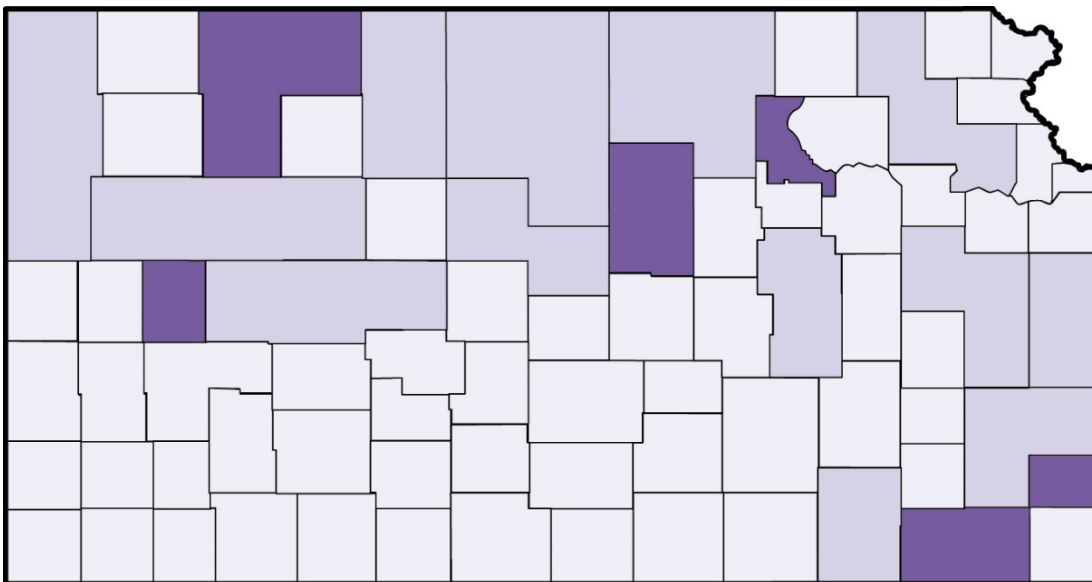


Intern Program Guide

May 22 - August 4, 2017



2017 Summer Interns

Central Kansas District – Nikole Cain
Riley County – Eric Koehlmoos
Scott County – Alex Tuttle
Twin Creeks District – Karley Mishler
Wildcat District – Madison Blevins

2017 Extension Intern Program

Congratulations on your selection as one of the 2017 K-State Research and Extension Interns! We hope you will have an enjoyable and educational experience and consider employment with K-State Research and Extension.

As an intern, you and your host office have a great deal of flexibility in designing your internship. On the following pages are some learning activities that will give you an overview of how extension professionals are involved daily in providing practical, research-based information and educational programs to address critical issues facing individuals, families, agricultural producers, business operators, and communities.

Please complete this Program Guide via K-State On-Line
by Friday, August 4, 2017

Part 1 - Journal or Blog

Name:	
Local Unit:	

OBJECTIVE: Through keeping a journal, or blog, the intern will recognize how the daily events and activities in an extension professional's office help to fulfill:

- ◆ The mission of K-State Research and Extension
- ◆ The educational program of their mentoring extension professional

Instructions:

Keeping a journal or blog will allow you, as an intern, to track your growth during the internship. In addition to recording the activities, please reflect upon the **major events** and how they fit into the mission of K-State Research and Extension and the Action Plans of your mentor. Do daily, several times a week, or once a week - whatever works best for you.

One example - In addition to recording that you accompanied youth to 4-H camp, include information about risk management procedures that were implemented and how you observed youth developing skills which will help them grow into productive adults.

Or - in addition to recording that you met with a committee to plan an event, record the circumstances that contributed to the meeting as being effective or ineffective.

- To access the blog, type the url: blogs.k-state.edu/operationsinterns

Part 2 - Office Procedures

OBJECTIVE: The intern will acquire the basic knowledge to begin to function as a contributing member of the office team.

Instructions:

During the first days in the office, review the following office procedures with the mentor or another member of the staff.

Daily Routine:	Date Completed:
Office hours	
Parking arrangements	
Location of desk, computer, etc.	
Keys	
Drinks, snacks	
Security, safety procedures	
Appropriate dress	
Routine Office Procedures:	
Telephone - answering phone	
taking messages	
Incoming - outgoing mail	
Expense accounts	
Written office policies/procedures	
Other:	
Appropriate use of personal cellphone, email, and Facebook during work hours.	

Part 3 – County, District, or Area Characteristics

OBJECTIVE: The intern will become familiar with the people, communities and resources that make their local unit unique, or similar, to other Kansas communities.

Instructions:

In order to plan effectively, extension professionals need a thorough understanding of the local unit in which they work. Please research and summarize what you learn about the area to which you have been assigned.

Don't just print out the information from the Internet regarding your local unit, rather put the observations in your own words.

Some of the characteristics to include are:

Demographics

- Population
- Other census characteristics

Geographic characteristics

- Locations of towns/cities and significant landmarks

Social characteristics

- Ethnic groups and where they live
- School districts
- Active community organizations, including grassroots organizations with minority membership

Economic Characteristics

- Types, locations, and economic value of various industries
- Major sources of employment
- Human and social services available

Resources:

Extension Agents, Chambers of Commerce, and the following web sites:

- Situation and Trends <http://www.ksre.k-state.edu/olq/>
- Census Quick Facts <http://www.census.gov/quickfacts/>
- County Profiles <http://www.ipsr.ku.edu/ksdata/>
- Kids Count <http://www.kac.org/>

Part 4 - Learning Experiences

OBJECTIVE: The intern will experience activities and events that contribute to achievement of an extension professional's educational program.

Instructions:

With your mentor, make plans to experience as many of the following activities/events as possible. Please note, some of these may not be available during the summer months.

Activities/Events:	Date Completed:
Visit area or department office to meet the staff.	
Attend an activity/event in another local unit.	
Participate in the following meetings:	
Extension Board	
Departmental meeting	
Program Development Committee	
4-H Council	
Community Coalition	
Planning meeting for an event	
Fair Board meeting	
Spend time with each professional in the office	
Review with mentor:	
Action Plan	
Yearly cycle or calendar of events	
Participate in, or contribute to:	
Radio interview	
Television interview	
News release	
News column	
News Letter	
Brochure for event	
Facebook page	
Respond to clientele questions:	
Phone calls	
Walk in requests	
Email requests	

Part 5 - Major Project

OBJECTIVE: As the intern carries out an educational program, they will practice the skills of:

- ◆ Planning
- ◆ Implementing
- ◆ Evaluating

Instructions:

With your mentor, select a project that you can give leadership to from planning, to implementing, to evaluating. Involve volunteers, 4-H'ers, other extension professionals, and community resources, as appropriate, to carry out the project.

Criteria for the project:

- Will take approximately 20% of your time. The remainder of the time will be spent on other educational events and activities that contribute to the local unit's educational programming.
- Will add value to the local extension program. The project should fulfill an identified need, and evidence of the project will remain after you are gone.
- Will utilize and stretch, but not overwhelm, the intern's skills.

Summarize the planning, implementing, and evaluating of the project:

Part 6 – Journal Articles

OBJECTIVE: The extension intern will become familiar with the *Journal of Extension* (www.joe.org), the official refereed journal of the Cooperative Extension System.

Instructions:

Review current and past issues of the Journal of Extension.

Identify two articles that have implications for something the intern is experiencing during the summer.

Briefly summarize (2 paragraphs) the article and the application for the local program.

Part 7 - Web Search

OBJECTIVE: The intern will become familiar with the nationwide Cooperative Extension System.

Instructions:

- Review the K-State Research and Extension web site: <http://www.ksre.ksu.edu> and three other states' Cooperative Extension Service web sites.

- **Briefly outline** (1 page maximum) what you learned about career opportunities, job application procedures, and areas of emphasis for extension programs in the three states you selected.

Part 8 - Reflection / Application

OBJECTIVES: At the end of the summer, the intern will have -

- ◆ Applied existing skills and knowledge in the workplace
- ◆ Acquired new skills and knowledge that will be useful as they seek professional employment.

Instructions:

As you reflect on your internship, briefly respond to the following questions:

- 1) What skills and knowledge from your academic major did you use during your internship?
- 2) What skills and knowledge did you gain as a result of your internship?
- 3) Based on your experiences this summer, how would you describe (3-4 sentences) the mission of K-State Research and Extension?
- 4) How has your perception of K-State Research and Extension changed as a result of your internship?

Part 8 - Reflection / Application, cont.

- 5) What was the most satisfying experience of your internship? Why?

- 6) What was the most frustrating experience of your internship?
What could have been done differently?

- 7) Discuss some of the educational strategies you observed being used this
summer. Which were particularly effective and which, if any, were not?

- 8) What part of the orientation was most helpful?
What could be changed about the orientation to make it more useful?

Part 9 - Performance Appraisal

OBJECTIVES: The intern will identify-

- ◆ Strengths in their skills, knowledge, and attitudes that will contribute to their professional success
- ◆ Limitations in their skills, knowledge, and attitudes that could be addressed

Instructions:

Near the end of the internship, reflect on your professional strengths and limitations that you have identified as a result of the internship. The mentor will respond to your self-assessment.

Strengths:

Limitations:

Mentor's response to the intern's self-assessment: