

K-STATE

Research and Extension

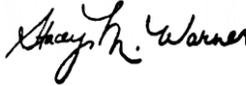
Extension Operations

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January 12, 2017

TO: Extension Agents
Area Directors
Assistant Directors

FROM: Stacey M. Warner
Leader, Extension Operations



SUBJECT: 2017 K-State Research and Extension Intern Program

We invite your office to apply to host a summer intern from May 22 to August 4. If your office is interested, please review the attached *Responsibilities of Intern Program Partners* and return the proposal by **February 15**.

We will be sharing the cost of hosting with **five** local unit offices. Criteria for selecting the host offices will be as follows.

1. Is the office fully staffed? (the intern shouldn't be filling in for a vacant position)
2. Will the intern experience a comprehensive extension program? (some exposure to all program areas)
3. Will the intern be involved in a program expansion project, not only program maintenance?

Please include a brief explanation of # 2 and 3 in your proposal.

The hourly wage for the interns will be \$14.00 per hour with the host office paying \$7.00 per hour and K-State paying \$7.00 per hour for a 40-hour work week (approximately \$3,600 for the 11 weeks). Time worked over 40 hours per week will be compensated with paid time and a half off. Offices who host interns will be provided with additional guidance on how to administer the hourly wage. (For example, before leaving for camp, a schedule can be determined to show the intern designated times when they are working and when they do not have responsibilities.)

While the interns are scheduled to work from May 22 to August 4, additional days can be arranged. The host office would pay the total cost for the additional days.

The internship has several purposes:

- To assist extension faculty in expanding their educational programming.
- To serve as a recruitment strategy for future Extension professionals or partners (Approximately 25% of interns since 1990 have later been employed by K-State Research and Extension or another extension system.)
- To provide students with an opportunity to connect classroom learning with professional employment.

The **approximate** timeline and process is as follows:

Nov. 16 – Jan. 30	Applications are accepted from potential interns.
Jan. 12 – Feb. 15	Application proposals are due from offices who want to host an intern.
Feb. 1 – Feb. 15	Stacey interviews intern applicants and selects top 12-15 applicants
Feb. 22	Offices are notified if they will be hosting an intern.
Feb. 27 – Mar. 10	Offices review application materials from top 12-15 intern applicants and select their top 5 choices.
Mar. 13 – Mar. 24	Stacey makes offers to intern candidates. Offices are notified when interns accept offers.
Apr. 1 - May 20	Offices prepare for the intern - contact them to determine their housing needs, help them locate housing, plan for the projects in which the intern will be involved, participate in intern host conference call, etc.
May 22	Interns attend an orientation at K-State.
May 23 - Aug. 4	Intern is in office.

Interns are strongly discouraged from working in their home county or district. Living and working in a new community with people they haven't met is an important aspect of the intern's experience.

Please call me if you have questions.

pc: Daryl Buchholz

Attachments: Responsibilities of Intern Program Partners
Intern Proposal
Intern Position Announcement

Responsibilities of Intern Program Partners K-State Research and Extension

Extension Administration agrees to:

1. Recruit, screen, and interview intern applicants.
2. Provide an orientation session for the interns in Manhattan on May 22, 2017, prior to placement in the host office.
3. Provide approximately \$3,600 to pay Kansas State University's share of the intern's salary for 11 weeks of employment.
4. Provide overall supervision of the intern program.
5. Establish the type of educational work experience appropriate for an intern.

Extension Administration and Local Unit agree to:

1. Select an intern from the applicants screened by Extension Operations.
2. Establish a suitable educational work experience that will help attract students as future employees. The intern should experience a comprehensive extension program and be involved in a program expansion project, not just program maintenance.
3. Share the cost of the intern which will be approximately \$3,600 each for K-State and the host office for 40 hours per week for 11 weeks of employment. The host office will manage the intern's work schedule to achieve the 40 hour work week. If an intern does work over 40 hours, they will be compensated with paid time off. Interns will receive their total pay from K-State, and then the local office will be billed for their portion at the end of the internship.
4. Provide appropriate mentoring for the intern and assign an Extension professional as supervisor of the intern.
5. Provide operating funds if required for travel, programming, etc.
6. Assist the intern in locating housing. In the past, most interns have lived in a home with a family who has an extra bedroom. The intern is told to expect to pay for the housing.
7. Provide computer access and desk space for the intern.

Extension Administration and the local office mutually agree to:

1. Communicate about qualifications of an intern for future Extension employment.
2. Communicate readily if problems are developing in the work experience and/or performance of the intern.
3. Evaluate the program's effectiveness.
4. Establish, for the intern, an acceptable educational work experience that will prepare them for future Extension employment. Each intern will be expected to be actively involved in the educational programs of the host office.

2017 K-State Research and Extension Intern Proposal

Please email your proposal and supporting documents as a PDF to swarner@ksu.edu by **February 15, 2017**.

Local Unit:

Town where intern will be located:

Extension faculty to provide primary leadership to the intern program:

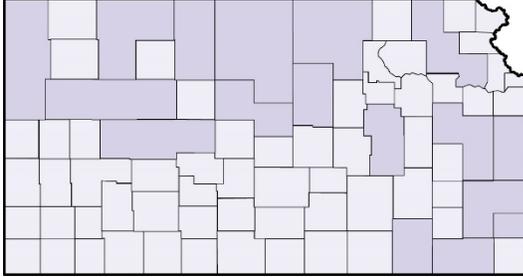
Phone:

E-mail address:

We would like an intern these additional days beyond 5/22 through 8/4:

Following is a brief summary of the experience we would provide to an Extension intern.

{Note: This proposal will be emailed to the intern you select to help them determine whether to accept the internship. Please spell out acronyms (ex: FNP).}



K-STATE RESEARCH AND EXTENSION INTERN PROGRAM

The K-State Research and Extension internship gives college students the opportunity to link classroom learning and campus leadership with a pre-professional work experience. Approximately five interns will work in selected county or district offices to help implement educational programming for Kansas residents.

TITLE: K-State Research and Extension Intern

LOCATION: Selected county or district offices. Locations to be determined in February 2017.

APPLICATION DEADLINE: January 30, 2017

EMPLOYMENT: May 22, 2017 to August 4, 2017

RESPONSIBILITIES

- Working under the supervision of Extension faculty, the intern will assist in the development and implementation of research-based educational programming. Depending on the needs of the county or district and the academic preparation of the intern, the programming will be in one or more of the following Five Grand Challenges being addressed by K-State Research and Extension:
 - Water
 - Health
 - Global food systems
 - Community vitality
 - Developing tomorrow's leaders
- Meeting with the local extension board, local citizens, and staff of cooperating organizations to plan and implement educational programming.
- Researching information outlined in the *Summer Intern Program Guide* which is designed to provide an overview of the responsibilities of, and resources available to, county, district, or departmental offices of K-State Research and Extension.
- Participating in any professional staff development that may be available.
- Completing other responsibilities assigned by the mentoring extension faculty.
- This position will involve extension educational programming, **not** basic or applied research.

This position requires travel connected with official duties, including attendance at night and weekend meetings, participation in out-of-county events, access to a personal vehicle, and a driver's license.

An orientation will be held on the K-State campus on May 22, 2017.

QUALIFICATIONS

Required:

- Completion of at least four university semesters (will need to have reached at least junior status by the 2017 fall semester at any college or university).
- Students majoring in agriculture, human ecology, education, or other related disciplines are encouraged to apply.
- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media and social media.
- Self-motivation and ability to work with a minimum of supervision, balancing multiple projects.
- Experience working with individuals, groups, and co-workers to accomplish individual and/or group goals, as evidenced by previous leadership roles.

SALARY AND BENEFITS

- \$14.00 per hour. 40 hours per week. May be some requests for overtime.
- Reimbursement for travel related to achieving program objectives.

HOUSING

The host office will assist the intern in locating housing. Many past interns have lived with a host family. Interns should anticipate paying for the housing.

APPLICATION PROCEDURE

Submit resume, cover letter, transcripts, and list of references using the Kansas State University job application site:

<http://careers.k-state.edu/cw/en-us/job/500153/research-and-extension-student-internship>

For more information about the position, contact Stacey Warner, Leader, Extension Operations, 785-532-5790, or swarner@ksu.edu.

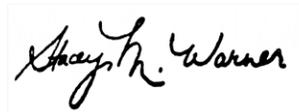
For more information about K-State Research and Extension, visit: www.ksre.k-state.edu

APPROXIMATE TIMELINE

January 30, 2017	Application deadline
February 1-15, 2017	Interviews conducted
February 22 - March 8, 2017	Host offices review applications
March 10 - 20, 2017	Offers made to applicants
April 1, 2017	All intern positions filled

EQUAL EMPLOYMENT OPPORTUNITY: Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.

12/01/2016
16-22



Stacey M. Warner
Leader, Extension Operations