

**FDSC 431V/531V – Internship in Food Science**  
**Fall 2017**

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**Office hours:** drop by my office or make an appointment

**Catalog Description:**

The Food Science Internship is a supervised practical work experience with a food industry, research program or governmental agency to gain professional experience and insight into career opportunities. Prerequisite: Junior standing and consent. For graduate credit, completion of first year of graduate studies and consent of major professor. May be repeated for up to 6 hours of degree credit.

**Course Objectives:**

At the completion of this course, students should be able to:

1. Integrate their formal classroom instruction and make application to solving real world, technical problems
2. Determine where their strengths, abilities and interests lie for future professional development

The employer should be able to:

3. Evaluate the potential of this student in the actual work environment and their personal interactions with current employees
4. Determine the student's potential for future employment

**Evaluation Methods/Grading Scale:**

Using scoring rubrics provided below, the final grade will be determined as follows:

Company feedback – 30 points

Written report – 25 points

Oral presentation – 28 points

Attendance at mandatory internship information session or meeting with course instructor –7 points

Adherence to deadlines – 10 points

Total points = 100

**Grading Scale:**

93-100% = A	87-89% = B+	77-79% = C+	67-69% = D+	Below 60% = F
90-92% = A-	83-86% = B	73-76% = C	63-66% = D	
	80-82% = B-	70-72% = C-	60-62% = D-	

## Grading Elements

### 1) *Company Feedback form:*

You will be provided with an electronic copy of the Company Feedback Form which you are responsible for ensuring is filled out and submitted by your direct supervisor for your internship.

The form must be received **at least 48 hours** prior to your meeting with the Internship Committee. Information from this feedback form will be used in determining your final grade (see company feedback rubric below).

For grading of company feedback form, a total of 30 points are available with points deducted for each rating as follows:

Always= 0 points deducted

Often=1 point deducted

Sometimes=2 points deducted

Never=3 points deducted

Company feedback rubric:

<i>Please rate the intern on the following attributes by checking the appropriate box (NA=not applicable)</i>	Never	Sometimes	Often	Always	NA
Punctual in reporting to work, attending meetings and observing deadlines					
Strongly motivated and takes initiative					
Performed duties and interacted well with others in a professional manner					
Exhibited effective problem solving skills					
Exhibited effective communication skills					
Practiced company's ethical values and culture					
Courteous and respectful of colleagues					
Demonstrated honesty and openness in reports, communications and working relationships					
Reliably and efficiently completed independent projects in a timely manner					
Works effectively in a team					

### 2) *Written report:*

At the completion of your internship, you will write a report about your internship. This report will be a minimum of five pages in length (double space, 12 point font, 1" margins) with an additional cover page. The cover page should include your name, the date of your internship and the company you interned with.

Your report should include:

- 1) Brief background information on the company – it is important that you have a good understanding of the company you are working for, so we want you to include that information in the report. However, information on what you did and what you learned should be the main focus of your internship report.
- 2) A discussion of what you did during your internship. If you were given a specific problem to work on, discuss the problem and what you did to resolve the problem. If you shadowed someone, discuss what that person’s job is and how it fits into the overall operation. Whatever your job duties were during the internship – talk about it!
- 3) A discussion of how you were able to apply what you have learned in the classroom in the “real-life” experience and how this internship will benefit you in your future plans.

**NOTE:** It is very important that you discuss the contents of your report with your internship employer to ensure that company confidentiality policies are adhered to. If during your internship you were privy to confidential information, please do not include that information in your report!

The report must be submitted **at least two weeks** prior to your meeting with the Committee. Keep this in mind if your report needs to be approved by the company you are working for – be sure to complete your report early enough to ensure you receive approval before your submission deadline. Your report will be reviewed by a committee member and you will be contacted with comments and if deemed necessary you will be given the opportunity to strengthen your written report. Your final edited report is due **at least 48 hours** prior to your meeting with the Committee.

For grading of written report – 25 total points will be assessed. Each member of the committee will evaluate your written report based on the rubric below. Your points assessed will be the average of the scores from the committee members.

Written report rubric (average score of all Internship Committee reviewers):

	2	3	4	5
<b>Company Background</b>	Minimal overview of the company.	Incomplete overview of the company.	Concise overview of the company with limited history, products/services and customer base.	Concise overview of the company including history, products/services and customer base.
<b>Internship Description</b>	Description of internship duties is poorly organized and lacks details.	Description of internship duties includes minimal details and is somewhat organized.	Description of internship duties is presented in an organized fashion and includes a moderate amount of detail.	Presents internship duties in a detailed, but concise, logical and organized fashion.
<b>Application of classroom into "real world"</b>	No understanding of how principles learned in the classroom were applicable to the internship.	Minimal attempt to evaluate how principles learned in the classroom can be applied to this internship experience.	Some evaluation of how principles learned in the classroom can be applied to this internship experience.	Thoughtful evaluation of how principles learned in the classroom can be applied to this internship experience.
<b>Contribution to future career</b>	Minimal insight with little or no explanation on how and why the internship could contribute to future career decisions and opportunities.	Weak insight with little explanation on how and why the internship could contribute to future career decisions and opportunities.	Some insight including explanations on how and why the internship could contribute to future career decisions and opportunities.	Strong insight including explanations on how and why the internship could contribute to future career decisions and opportunities.
<b>Spelling and Grammar</b>	Extensive spelling and grammatical errors.	Some spelling and grammatical errors.	No spelling errors but some grammatical errors.	No spelling or grammatical errors.

### 3) Oral Presentation:

Following completion of your internship, you will give an oral presentation to the Internship Committee which is comprised of several faculty members and the academic advisor. You will prepare a 10 minute PowerPoint presentation of 10-15 slides. The content of the presentation should mirror the report and should include pictures from your internship experience. Be mindful of the font size for your presentation to ensure your audience can read it. Target a minimum font size of 28 pt. Use contrasting colors between the text and background color to ensure readability.

Your presentation should be saved on a USB drive and brought with you to your meeting with the Internship Committee. Proper dress is business casual. The day/time of your presentation will be determined at the beginning of the semester in which you register for credit.

For grading of oral presentation – 28 total points will be assessed. Each member of the committee will evaluate your presentation based on the rubric below. Your points assessed will be the average of the scores from the committee members.

Oral presentation rubric (average score of all Internship Committee reviewers):

TRAIT	1	2	3	4
<b>NONVERBAL SKILLS</b>				
Maintains good eye contact and rapport with audience without excessive use of notes.	No eye contact with audience, as entire report is read from notes.	Displayed minimal eye contact with audience, while reading mostly from the notes.	Consistent use of direct eye contact with audience, but still returns to notes.	Holds attention of entire audience with the use of direct eye contact, seldom looking at notes.
Exhibits good body language that enhances the presentation.	No movement or descriptive gestures.	Very little movement or descriptive gestures.	Made movements or gestures that enhances articulation.	Movements seem fluid and help the audience visualize.
Controls anxiety to present a relaxed presentation without verbal errors.	Tension and nervousness is obvious; has trouble recovering from mistakes.	Displays mild tension; has trouble recovering from mistakes.	Makes minor mistakes, but quickly recovers from them; displays little or no tension.	Student displays relaxed, self-confident nature about self, with no mistakes.
<b>VERBAL SKILLS</b>				
Speaks clearly with confidence, enthusiasm and authority.	Does NOT speak clearly with confidence, enthusiasm and authority.	SOMETIMES speaks clearly with confidence, enthusiasm and authority.	OFTEN speaks clearly with confidence, enthusiasm and authority.	ALWAYS speaks clearly with confidence, enthusiasm and authority.
<b>CONTENT</b>				
The presentation is concise, clear, logical and includes all the requested elements.	The presentation is NOT concise, clear, logical and does not include all the requested elements.	SOME of the presentation is concise, clear, logical and includes some of the requested elements.	MOST of the presentation is concise, clear, logical and includes most of the requested elements.	The presentation is CONSISTENTLY concise, clear, logical and includes all the requested elements.
Slides are clear, well organized with appropriate use of color and effects.	Slides are NOT clear or well organized and lack appropriate use of color and effects.	SOME of the slides are clear and well organized and there is some appropriate use of color and effects.	Slides are MOSTLY clear and well organized and most contain appropriate use of color and effects.	Slides are CONSISTENTLY clear, well organized with appropriate use of color and effects.
Effectively answers related questions.	Effectively answers NONE of the related questions.	Effectively answers SOME of the related questions.	Effectively answers MOST of the related questions.	Effectively answers ALL related questions.

**4) Attendance at mandatory internship information session:**

A mandatory internship information session will be held at the beginning of each fall semester. The date and time will be determined based on student's class schedules to ensure all students are able to attend. Information session attendance is required for all students prior to participating in an internship. Students with justified reasons for not attending the information session prior to the start of an internship may meet individually with the instructor to discuss the information needed for completion of their internship. Any student not attending an information session or meeting with the instructor will have 7 points subtracted from their final grade.

**5) Adherence to deadlines:**

The first draft of the written report is due at least 2 weeks prior to the date of your presentation and the final written report and student feedback form are due at least 48 hours prior to the date of your presentation. The student feedback form is an interactive pdf that will be emailed to you following your enrollment in course credit. It is also available on the food science department website. Points will be assessed as follows.

Timely submission of written report:

First draft of report submitted 2 weeks prior to date of presentation and final report submitted at least 48 hours prior to date of presentation = 5 pts

First draft of report submitted late and/or final draft of report submitted 24 hours prior to date of presentation = 2 pts

Final report submitted less than 24 hour prior to date of presentation = 0 pts

Timely submission of Student Feedback Form:

Student feedback form submitted at least 48 hours prior to date of presentation = 5 pts

Student feedback form submitted 24 hours prior to date of presentation = 2 pts

Student feedback form submitted less than 24 hour prior to date of presentation = 0 pts