

# *Professional Extension Internship/ Field Experience*

## *Agricultural and Environmental Education 488/491*

Fall 2005/Spring 2006/Summer 2006

### 1. Course Information

Description: Planning, organizing, and delivering extension education programs for youth and adults. Evaluating extension program impacts.

Level: Undergraduate/Graduate

Credit: 1-6 credit hour(s)

Time: Hours as determined by university supervisor and county agent, hours may include evenings and weekends. (time may be affected by placement, hours as stated by supervising agent)

Resources: *Education Through Cooperative Extension*. Seevers, B., Graham, D., Gamon, J. and Conklin, N. (1997). *Developing programs in adult education, 2nd Edition*. Boone, E. J., Safrit, R. D., & Jones, J. (2002). *Handbook of Practical Program Evaluation*, Wholey, J. S., Hatry, H. P. and Newcomer, K. E. (2004). Appropriate Internet sites, including: <http://intranet.ext.wvu.edu/> and <http://www.csrees.usda.gov/qlinks/extension.html>

### 2. Instructors

Dr. Deborah Boone, Assistant Professor;

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### 3. Course Objectives

*The primary objectives of this course will assist student extension intern in:*

- a. Developing acceptable educational plans (teaching plans) which may be used to instruct either youth or adults.
- b. Developing educational plans related to current local issues and concerns.
- c. Delivering accurate and exciting research based information.
- d. Promoting and establishing educationally sound extension programs.
- e. Scheduling and conducting on-site visits as appropriate.
- f. Assist with related Extension activities.
- g. Evaluating program impacts.

### 6. Grading Scale

94%	A		77%	C+
90%	A-		74%	C
87%	B+		70%	C-
84%	B		69%	F
80%	B-			

## Some TO DOs for Student Interns and Cooperating Agents

*AGEE 488/491*

<b>Student Interns (SI):</b>	<b>Cooperating Agent (CA):</b>
<ol style="list-style-type: none"> <li>1. SI must keep a daily journal, log should include number hours worked, what you learned technically, about communicating with people, interpersonal skills, and Extension, and develop a Teaching Portfolio, along with visuals of activities.</li> <li>2. Provide US with schedule and the times of events you will be assisting.</li> <li>3. SI should gain useful skills related to determining program needs, stakeholders, political structure, developing, delivering and evaluating educational programs.</li> <li>4. SI must assist with planning, advertising (through available Extension media outlets) and <b>teaching at least one adult and one youth educational program.</b> (Could be 4-H youth development class, CEOS training, Officer Training Schools; workshop; program at leaders meeting)</li> <li>5. SI will write at least one news item for CA as defined by CA, could be for CEOS, 4-H, Ag, CD or general public audience.</li> <li>6. SI should attend Advisory Committee, Extension Faculty, and other meetings as deemed appropriate by CA.</li> <li>7. SI will contact CA to inform them of sickness, or days that SI will not be able to participate as planned.</li> <li>8. SI will develop and use program evaluations.</li> <li>9. SI will share experiences during <b>Reflective Seminars</b> during final senior semester.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide SI with feedback.</li> <li>2. Provide SI with written evaluation at conclusion of internship/field experience, will send copy to US.</li> <li>3. Provide SI with your FAD or Plan of Work so he/she can better understand where you have been and where you are going with your program.</li> <li>4. Make available to SI your lesson plans and teaching materials for lesson/programs they may be helping with.</li> <li>5. SI should <i>conduct at least one program</i> during internship. During this time SI may be assisting CA and identifying with other agents or Extension personnel.</li> <li>6. SI should gain useful skills related to training volunteers and leaders, working with media outlets. SI should write at least 1 news item.</li> <li>7. Inform SI of time and location of Advisory Committee, Extension Faculty, and other meetings as deemed appropriate for SI participation.</li> <li>8. Provide SI with a copy of Extension Policies &amp; volunteer applications.</li> </ol>

**IMPORTANT NOTE: Each student intern will receive a letter grade (A, B, C, F) as a measure of evaluation for his/her internship involvement. The above criteria will be a major focus in determining the internship letter grade.**