

Institute of Applied Agriculture
University of Maryland

Summer 2022 Internship Checklist

- READ the IAA Internship Manual
- Complete Internship Self-Assessment & email it to your academic advisor by **March 15**.
 - This is worth 10 points and is 5% of your grade for INAG288
 - You will discuss your internship during your spring advising meeting
- Register for INAG289 for Fall 2022
- Secure a summer internship experience that will provide a minimum of **320 work hours**
 - It is your responsibility to find an internship
 - It can be paid or unpaid
 - Consult with your advisor
- Complete Internship Agreement and submit to your academic advisor by **May 20**
 - Must be signed by employer/internship supervisor
 - This is worth 20 points and is 10% of your grade for INAG288
 - Provide your and your employer's summer contact information
- Register for INAG 288 Summer Session 2 by May 22, but no later than July 1.
- Start your internship beginning of June--no later than June 13.
- Set up a date and time for your advisor to visit. The visit must take place by August 12.
- Complete weekly assignments (total of 8)
- Complete daily log go.umd.edu/worklog.
- Take photos and short video clips of your internship
 - You need to be in the photos
 - Enter photo contest for a chance to win \$100
 - Needed for INAG289 in fall
- Look at the back of this page for grading

GRADING FOR INAG288 Summer Internship

Please remember that passing INAG 288 requires 320 work hours. This is an absolute requirement! In other words, you cannot get partial credit for doing PART of the 320 hours; if you do not complete 320 hours of work, you will not pass INAG 288.

Category	Points	Value
Internship Search Self-Assessment	10	5%
Internship Agreement (submitted by last day of spring classes)	20	10%
8 weekly assignments on Canvas	80 (10 points each)	40%
Site visit and performance evaluation by internship advisor and employer	50	25%
Entries in Daily Work Log	40	20%

You will earn 20% of your course grade for keeping your worklog; those points are for the work of keeping the log itself. Your weekly assignments are due as posted; however, if they are submitted within one week of the due day, they will be penalized 10%. Weekly assignments that are more than 1 week late will be penalized 25% (i.e. a perfect 10/10 would yield a 7.5/10 in the gradebook).

Registration

- Register for INAG 288 via www.testudo.umd.edu
- Register for **Summer Session II**.
- Register for the section of INAG 288 that corresponds to your internship advisor at the IAA. Please note that each of the section numbers above begins with the capital letter "I" and not the number one.

Section	Internship Advisor
I201	Geoff Rinehart
I202	Meredith Epstein
I203	Ken Ingram
I204	Tom Mazzone
I205	Heather McHale