



EXTENSION

INTERNSHIP PROGRAM Frequently Asked Questions

Q: Where do I find the application for OSU Extension Internships?

A: The application is an online submission form. The link to access the application is:
http://intranet.okstate.edu/staff_development/internships

Q: Are there any suggestions for helping me complete my application?

A: Yes. Some basic suggestions include:

- Complete your application in one sitting if possible.
- Type your responses to questions in Word and copy and paste into the application if not completing in one sitting. Questions in the application include the following:
 - Internship Objectives - Briefly describe your goals or reasons for applying for this internship, what you would like to experience and/or projects you would like to plan/conduct in the internship.
 - Have you ever worked in a County Extension Office? If yes, describe when, where and scope of experiences.
 - County Preference – list up to 3 counties in which you would like to intern or list “no preference.”
 - Availability – when can you begin the internship?
 - Are there dates on your calendar that might need to be worked around?
- Have your transcript, resume and letter of recommendation ready to upload when you complete your application. Please use PDF or Word format for these attachments.
- Please use the following file names for your attachments:
 - Resume -- Last First_resume
 - Transcript -- Last First_Transcript
 - Letter of Recommendation -- Last First_Letter

Q: Do I have to attend Oklahoma State University to be eligible for an Extension intern position?

A: No, eligible participants must be enrolled as a junior, senior or graduate student in any academically accredited college or university. It does not have to be Oklahoma State University.

Q: Do I have to be an Ag major?

A: While we prefer students who are majoring in disciplines in the College of Agricultural Sciences and Natural Resources or College of Human Sciences, we are not limiting selections to these colleges. Majors that may also be considered include Animal & Food Sciences, Ag Education, Ag Leadership, Natural Resource Ecology and Management, Plant and Soil Sciences, Entomology and Plant Pathology, Horticulture, Early Childhood Education, Family and Consumer Science Education, Elementary or Secondary Education, Arts and Sciences or others. The student should be majoring in a subject that is related to the programs being taught in our county offices.

Q: What are the qualifications for the internship position?

A: Interns should be college juniors, seniors or graduate students for the fall semester following the internship, currently enrolled with at least a 2.5 GPA. Students with an interest in Extension careers will be given priority.

Q: How much will each intern be paid?

A: The pay is \$10 per hour for a 40 hour week for 8-10 weeks.

Q: What will be my responsibility as an intern?

A: The objective of the internship is to provide an opportunity for the students to experience the work that Extension professionals perform. Interns will be asked to plan and teach programs at the local level under the supervision of an Extension Educator.

Q: Will I receive academic credit for this internship?

A: Credit for this internship is a matter to be determined by the student and his or her professors. OSU Extension will not coordinate credits for internships.

Q: What is OSU Extension?

A: OSU Extension is an external teaching arm of Oklahoma State University. You can explore more on our website: <http://oces.okstate.edu>. OSU Extension has a specific range of topics that educators teach. These include agriculture and natural resources, family and consumer sciences, 4-H youth development, and rural and community development. OSU Extension has a presence in each county in Oklahoma. All (or most) US States and many US territories also have Extension programs.

Q: What county will I be assigned if accepted as an OSU Extension intern?

A: Interns will be matched with counties acceptable to them and to the host county. To provide a student with new experiences, placement in the student's home county will be avoided if possible. Counties apply to serve as a host site and those counties are listed in the application for the applicant to rank. Number of placements is dependent on county host sites available and number of intern applicants. Maximum number on intern positions is 10.

Q: Are there funds to help with living arrangements in the counties?

A: There are no funds to help with living expenses in the counties. Some counties may be able to assist in finding local arrangements for housing. The stipend can be used at the student's discretion and can help with living expenses.

Q: Are there funds to help support my work in the county?

A: The county staff will submit a budget proposal for a maximum of \$100 per week to help support your internship. These funds can be used for travel or supplies and materials needed to help plan, conduct, and evaluate programs or events associated with the internship. For example, an 8 week internship will have \$800 available. As internships are limited to 10 weeks, a maximum of \$1,000 is available per internship. No more than 50% of the funds may be used for travel. Any travel generally will be done with the educator(s) who can provide shared transportation. Travel is not provided to and from your residence to the office (commuting mileage). You will be allowed to recover approved registration fees for meetings, conferences, etc. that are part of the county's approved budget, including attendance at a professional association meeting.

Q: Are there reporting requirements?

A: If the student is involved in an internship program through a department (with or without credit) where there is a reporting process in place, the student will follow that process. The student will also comply with the requirements of the OSU Extension Intern Program. The reporting requirements for the internship include:

- Periodic online check in meetings to discuss topics or share information.
- A 2 page written report about the special project completed.
- A video not to exceed 8 minutes that showcases the variety of experiences the intern observed, assisted or taught and the special project.
- Intern self-appraisal and performance appraisal with supervisor and County Extension Director.

Q: Is there any other recognition or scholarship opportunities from serving as an OSU Extension Intern?

A: Interns will be evaluated on their participation in online sessions, written report, video, self-appraisal and performance appraisal. One intern will be selected as the Outstanding OSU Extension Intern. The student will be recognized at the OSU Extension Biennial Conference, County Directors' Conference, or another appropriate event in January. The award will be a plaque and a \$250 scholarship.

Q: Are there behavioral expectations?

A: Interns are expected to act as professionals in the community/county where they complete their internship. The student will be expected to meet the standards of professionalism as described in the Behavioral Guidelines posted at this link:

http://intranet.okstate.edu/staff_development/internships

Q: When will I know if I get an internship?

A: Applicants will be notified as soon as possible after interviews are conducted, early in the spring semester.

Q: If I do not get a funded internship, are there other internships with OSU Extension?

A: Some counties that are not selected to be among the host sites may be approved by administration to host non-paid opportunities.

Q: Will the 40 hour work week be limited to Monday through Friday? Will I have every weekend off?

A: The 40 hour work week will be established between the intern and their county supervising educator. Many county events take place in the evenings and/or on the weekend, so some night and weekend work may be required to fully "experience" the role of the educator.

Q: Will there be opportunity for me to network with other interns?

A: Yes, efforts will be made to have interns visit one or more counties in the district where they are working. Efforts will be made to have three or more interns visit on the same dates. Other technology will be used to implement an online community for interns to share information and discuss topics periodically throughout the internship.