University of Illinois Extension Student Internship
College of Agricultural, Consumer and Environmental Sciences (ACES)
Description/Procedures/Application

Section 1:
University of Illinois Extension will provide paid internships available to students pursuing undergraduate or graduate degrees that might qualify them for future direct employment in Extension or in capacities that would further advance understanding and support for Extension. Students will work with their respective academic departments to earn academic credit for their internship experience.

Rationale and Benefits

A. Organizational Benefits:
   • Create awareness of Extension employment and attract potential employees.
   • Assess potential of interns as future employees.
   • Enhance linkages between University of Illinois Extension and academic units on the campus of the University of Illinois and other accredited institutions of higher education.
   • Expand assistance for program support and delivery in ongoing and/or new educational Extension efforts.

B. Intern Benefits:
   • Enhance knowledge of Extension employment opportunities and responsibilities.
   • Gain professional work experience to enhance future employment search success.
   • Develop a support network and experience mentoring that will enhance employment success.
   • Enhance awareness of access to and benefits of participating in Extension education.
   • Expand technical knowledge, leadership and process skills, and interpersonal skills through working with diverse cross sections of colleagues and citizens.

Participation

A. Intern Eligibility:
   Open to students attending an accredited institution of higher education and pursuing degrees including:
   • **Undergraduate students** with 60 hours of credit with at least a **2.5 GPA** (A = 4.0) pursuing a degree in a field of study related to the mission and employment responsibilities of University of Illinois Extension professionals. Undergraduates who are applying for internships during the summer just after graduation should be enrolled in a graduate degree program in the semester following their internship. **It is expected that academic credit will normally be part of this internship experience.**
   • **Graduate students** pursuing a degree in a field of study related to the mission and employment responsibilities of Extension professionals.
• This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, a CANTS check, and a review of the Registered Sex Offender list, will be conducted.

B. Extension Intern Work Sites/Supervisor:

• Unit offices under supervision of Extension County Director.
• Under supervision of Extension Educators, either in a unit office or with regional or statewide responsibilities.
• State 4-H Office under supervision of Assistant Dean and Director or Extension Specialist.

C. Duration:

• Internship to encompass a traditional academic term (semester, quarter, and summer session) of 3-5 months length, although consideration will be given to longer periods based on justification provided. Summer internships are the ones normally funded centrally.

Operating Procedures

1. Coordination of the Internship Program will reside with Extension Field Operations.

2. Initiation of internship arrangements can occur at several points including:

   a. Individual student contact directly or through academic adviser or academic unit with the University of Illinois Extension Internship Coordinator.
   b. Extension staff contact directly with University of Illinois Extension Internship Coordinator to indicate interest in securing an intern.
   c. Field contact between a student and potential Extension staff intern supervisor.

3. Exploratory discussions between potential intern and Extension supervisor that should include a review of:

   a. Academic institution's internship requirements for credit hours. **NOTE:** University of Illinois College of Agricultural, Consumer, and Environmental Sciences has a written Extension Internship Policy and Guidelines document; individual departments in that College may have additional written guidelines and policies regarding internships.
   b. Potential objectives and specific activities that meet student's academic credit requirements and are compatible with Extension’s mission, vision, and values, and the required components of Extension work (see Attachments A and B.)

4. Additional exploratory discussions with the faculty member serving as the academic supervisor at institution granting credit.
5. Exploratory discussion between potential Extension intern supervisor and 1) other office colleagues, and 2) the appropriate Regional Director to garner their support.

6. Completion of University of Illinois Extension internship application and forms required by academic institution granting credit being sought by internship applicant and potential Extension internship supervisor. **NOTE:** Design of internship should be a collaborative effort among the Extension intern supervisor, the academic advisor or faculty supervisor, and the proposed student intern; however, the Extension intern supervisor should take a leading role in recommending an **internship experience that will meet all of the six (6) required components** of an Extension Student Internship. (See Attachments A and B.)

7. Securing written approval from immediate supervisor of intern office site location coordinator (County Director/Extension Educator) and Regional Director (or Program Leader as appropriate). Signature lines can be added to forms from other academic institutions granting credit.

8. Maintenance of regular feedback and interaction between intern and Extension supervisor to implement proposed activities. Supervision of the internship is an important component of this program. Regular feedback with the faculty supervisor may also be required by the academic institution.

9. Completion of final report and Extension supervisor's evaluation, which will then be filed with University of Illinois Extension Internship Coordinator (i.e., Extension Field Operations: see Attachment E), with a copy sent to the faculty supervisor at the academic institution.

10. A focus group session will be held on campus and/or via Lync at the end of August to discuss the internship experience with the Illinois Extension Internship Coordinator.

**Funding Support**

There is central funding support for Extension internships for up to five (5) chosen interns per year (normally one per region). A total of **$5,200** per internship (400 Hours) will be provided to the Extension Unit for **salary**. Normally, centrally-funded internships will be for a summer internship experience. Any costs above the centrally-funded $5,200 associated with the internship will need to be funded by the unit (for example travel). The application must be completed by the County Director and/or Extension Educator/Specialist and the potential student intern, and the internship experience should follow the same guidelines included in this document (Attachment A), including eligibility for participation (see page 1).

Units may also fund additional Extension internships from unit funds; however, all other procedures should be followed unless this is another institution’s internship with its own guidelines. Call ACES HR with questions about this.
Appointments for interns will be set up through the hourly employment process (e.g., normally as a Student Employee or Extra Help, as appropriate) at an hourly rate of $13.00/hour.

All applications must be completed and forwarded to:
Amanda Taylor, Assistant Director, Extension Field Operations
111 Mumford Hall,
1301 W. Gregory,
Urbana, IL  61801;
ataylo@illinois.edu

Application Deadline: Friday, April 1st at 5pm
University of Illinois Extension
Proposed Internship Program Application

(To be completed jointly by internship applicant and proposed Extension internship supervisor, with additional feedback from the faculty supervisor at the academic institution granting credit.)

Student Name: ________________________________________________________________

Extension Office Site: __________________________________________________________

Region 1, 2, 3, or Campus: ______________________________________________________

Home Address: ________________________________________________________________

City, State, Zip: ________________________________________________________________

Campus Address: ______________________________________________________________

City, State, Zip: ________________________________________________________________

Student Email: _______________________

Student Phone: _______________________

Extension Supervisor: __________________________________________________________

Dates of Participation: __________________________________________________________

Institution Where Student is Enrolled: _____________________________________________

Academic Department: __________________________________________________________

Degree Sought: ______________________  # Internship Credit Hours Being Sought: _____

Current GPA: ________________________ (Attach a copy of last grade report or current transcript)

Faculty Supervisor Name and Contact Information (address and/or email): ____________

______________________________________________________________________________

______________________________________________________________________________

Requesting Central Extension Funding?  Yes____  No____

Briefly describe your reasons for applying for this internship below:

______________________________________________________________________________

______________________________________________________________________________
I understand the expectation of the internship to be completed during the time period and location noted on this application and agree to prepare a final written report no later than a week after the completion of the intern experience. A copy of that written report will be sent to my faculty supervisor.

SIGNATURE OF APPLICANT ___________________________ DATE __________________

Approvals:                                                                

Extension Internship Supervisor: ___________________________          DATE ____________

County Director/Educator/Specialist
 At Office Site: ___________________________________________          DATE ____________
(If Unit Educator, CD must sign also)

______________________________          DATE ____________

Approved By: __________________________________________________________________

Associate Dean, Extension and Outreach Date

NOTE: Copy of application to be filed with Extension Field Operations. The Extension academic professional serving as the internship supervisor should work with the Assistant Director of Extension Field Operations, to initiate and complete appropriate hiring process (217/300-6370) BEFORE the first date of employment.